WASHINGTON STATE
Recreation and Conservation Funding Board

Agenda
Recreation and Conservation Funding Board Regular Meeting

February 9-10, 2016
South Puget Sound Community College, Lacey Campus, Building 1, Room 186
4220 6th Ave SE, Lacey, WA 98503

Time: Opening sessions will begin as shown; all other times are approximate.

Order of Presentation: In general, each agenda item will include a presentation, followed by board discussion and then public comment. The board makes decisions following the public comment portion of the agenda item.

Public Comment: If you wish to comment at the meeting, please fill out a comment card and provide it to staff. Please be sure to note on the card if you are speaking about a particular agenda topic. The chair will call you to the front at the appropriate time. Public comment will be limited to 3 minutes per person. You also may submit written comments to the board by mailing them to the RCO, attn: Wendy Loosle, Board Liaison, at the address above or at wendy.loosle@rco.wa.gov.

Special Accommodations: If you need special accommodations to participate in this meeting, please notify us at 360/725-3943 or TDD 360/902-1996

TUESDAY, FEBRUARY 9

OPENING AND MANAGEMENT REPORTS

9:00 a.m. **Call to Order** *Chair*
- Roll Call and Determination of Quorum
- Review and Approval of Agenda

9:05 a.m. **1. Consent Calendar** *(Decision)* *Chair*

A. Request to Extend Temporary Closure Period: City of Spokane Riverfront Park Combined Sewer Overflow (RCO #72-040)

B. Scope Change: Farmland Preservation Grant, RCO Project #12-1580 Ebey's Reserve Farmland-3 Sisters Family Farms

Resolution 2016-01

9:10 a.m. **2. Approval of Board Meeting Minutes** – November 18-19, 2015 *Chair*

9:15 a.m. **3. Director's Report** *(Briefing)*
- Director's Report *Kaleen Cottingham*
- Legislative, Budget, and Policy Update *Wendy Brown*
  - Washington Wildlife and Recreation Program
  - Habitat and Recreation Lands Coordinating Group Extension
  - Washington Invasive Species Council Reauthorization
  - Additional Funding for Nonhighway and Off-road Vehicle Activities Program and Boating Facilities Program
  - State Agencies' Response to the Joint Legislative Audit and Review Committee Report
- Grant Management Report *Marguerite Austin*
  - Projects of Note
- Fiscal Report *(written only)*
- Performance Report *(written only)*

10:00 a.m. **4. State Agency Partner Reports**

- Department of Natural Resources — *Jed Herman*
- State Parks and Recreation Commission — *Peter Herzog*
- Department of Fish and Wildlife — *Joe Stohr*

10:20 a.m. **General Public Comment** for issues not identified as agenda items. Please limit comments to 3 minutes.

10:25 a.m. **BREAK**

BOARD BUSINESS: BRIEFINGS & DISCUSSIONS

10:40 a.m. **5. Washington Administrative Code Updates** — *Leslie Connelly*

- Follow up on examples of "project area" definition

11:45 a.m. **LUNCH**

BOARD BUSINESS: DECISIONS

1:00 p.m. **6. Adoption of Policy and Evaluation Criteria by Grant Category**

A. Washington Wildlife and Recreation Program, Critical Habitat Category — *Leslie Connelly*
Resolution 2016-02

B. Aquatic Lands Enhancement Account (ALEA) — *Leslie Connelly*
Resolution 2016-03

C. Washington Wildlife and Recreation Program, Local Parks Category — *Leslie Connelly*
Resolution 2016-04

D. Washington Wildlife and Recreation Program, Water Access Category — *Leslie Connelly*
Resolution 2016-05

E. Land and Water Conservation Fund (LWCF) — *Leslie Connelly*
Resolution 2016-06

F. Recreational Trails Program (RTP), General — *Leslie Connelly*
Resolution 2016-07

G. Washington Wildlife and Recreation Program, Trails Category — *Adam Cole*
Resolution 2016-08

H. Nonhighway and Off-road Vehicle Activities (NOVA), General — *Adam Cole*
Resolution 2016-09

I. Boating Facilities Program (BFP) — *Adam Cole*
Resolution 2016-10

J. Boating Infrastructure Grants (BIG) — *Adam Cole*
Resolution 2016-11

Public comment to follow each grant category: Please limit comments to three minutes.

BOARD BUSINESS: BRIEFINGS & DISCUSSIONS

3:00 p.m. **BREAK**

3:15 p.m. **7. Washington Wildlife and Recreation Program, State Parks Category: Evaluation Criteria Changes** — *Adam Cole*

3:30 p.m.	**8. Policy Updates for Firearms and Archery Range Projects**	*Adam Cole*
4:00 p.m.	**9. Follow-up on Climate Change Policy Proposal**	*Leslie Connelly*
4:30 p.m.	**ADJOURN FOR THE DAY**	

WEDNESDAY, FEBRUARY 10

OPENING

9:00 a.m.	**Call to Order** • Roll Call and Determination of Quorum	*Chair*

BOARD BUSINESS: BRIEFINGS & DISCUSSIONS

9:05 a.m.	**10. Performance Measures** A. Demonstration of Trust for Public Lands' Geographic Information Systems (GIS) and Demographic Data B. Board Performance Measures C. Discussion of Changes to the Board's Strategic Plan	 *Staff from TPL* *Scott Robinson*
10:30 a.m.	**11. Washington Wildlife and Recreation Program Review: Expectations for the Board to implement potential legislative changes and other policy recommendations**	*Kaleen Cottingham* *Wendy Brown*
11:00 a.m.	**BREAK**	
11:45 a.m.	**12. Conversions** A. City of Yakima Chesterley Park YMCA (RCO #75-030) B. Okanogan County Methow Community Trail (RCO #91-147AD, #97-1181AD)	*Myra Barker*
12:45 p.m.	**13. Overview of State Parks' Acquisition Strategy and Prioritization Process**	*Peter Herzog, State Parks*
2:00 p.m.	**ADJOURN**	

Recreation and Conservation Funding Board
Resolution #2016-01
February 9-10, 2016 Consent Calendar

BE IT RESOLVED, that the following February 9-10, 2016 Consent Calendar items are approved:

A. Request to Extend Temporary Closure Period: City of Spokane Riverfront Park Combined Sewer Overflow (RCO #72-040)
B. Scope Change: Farmland Preservation Grant, RCO Project #12-1580 Ebey's Reserve Farmland-3 Sisters Family Farms

Resolution moved by: _____

Resolution seconded by: _____

Adopted Date: _____

WASHINGTON STATE
Recreation and Conservation Funding Board

Recreation and Conservation Funding Board Briefing Memo

Item **1A**

APPROVED BY RCO DIRECTOR KALEEN COTTINGHAM

Meeting Date: February 9-10, 2016

Title: Request to Extend Temporary Closure Period: City of Spokane Riverfront Park Combined Sewer Overflow (RCO #72-040)

Prepared By: Kyle Guzlas, Outdoor Grants Manager

Summary

The City of Spokane is requesting that the Recreation and Conservation Funding Board (board) extend the temporary closure policy per Manual 7, Long-Term Obligations. Temporary closure of public access sites will not result in a conversion if the sponsor demonstrates that the closure will last 180 days or less. The City of Spokane is requesting an extension for a temporary closure of a parking area that will last up to four years. The City will provide an alternate location as replacement during this closure period.

Board Action Requested

This item will be a:

- ☒ Request for Decision
- ☐ Request for Direction
- ☐ Briefing

Background

The City of Spokane's Central City Riverfront project (RCO #72-040), included the acquisition of approximately five acres of uplands along the Spokane River for public recreation purposes. The total project cost was $1,258,500. A portion of the total cost, $314,625, was derived from bonds in the Outdoor Recreation Account (ORA) in 1973; matching funds were provided from a Housing and Urban Development (HUD) grant. The project was the second phase of the larger acquisition strategy for developing a downtown park located at the Spokane River falls. The Central City Riverfront project did not include any development actions, only the acquisition and donation of 12 parcels (Attachment A – Map of Acquired Parcels).

The City of Spokane requested that the Recreation and Conservation Office (RCO) Director approve an allowable use request for the installation of a Combined Sewer Overflow tank (CSO) located under a parcel that was acquired with the Central City Riverfront project. RCO staff briefed the Recreation and Conservation Funding Board (board) on this request at the November 18-19, 2015 meeting. This request was conditionally approved by the RCO Director on November 24, 2015, pending the board's approval of extending the 180-day temporary closure.

Request for Decision

Temporary Closure for CSO Installation, Post Street Bridge Replacement, and Redevelopment

The City of Spokane requests that the board extend the temporary closure timeline for this project. The Long-Term Obligations Manual limits the closure of public access to recreational sites to 180 days or less.

The installation of the CSO tank and the subsequent redevelopment of the parking area "Bosch Lot" will take approximately 12 months to complete.

Additionally, the City of Spokane is in the process of replacing all of the main downtown bridges that span the Spokane River. The Post Street Bridge is immediately adjacent to the Bosch Lot and is planned for replacement in 2017-2018. The Post Street Bridge is utilized by vehicular traffic and also accommodates the Centennial Trail as it crosses the Spokane River. Attachment B shows a close-up of this bridge span and the trail that will be replaced. Due to limited space in the downtown corridor, the city will need staging areas for the completion of the Post Street Bridge and Centennial Trail replacement projects. The city is requesting to utilize the Bosch Lot for staging of the Post Street Bridge replacement. If approved, the city will wait to redevelop the Bosch Lot until all work is completed with the CSO tank installation and the bridge replacement.

The city proposes to relocate parking and a half-mile stretch of the Centennial Trail to another site during the temporary closure of the Bosch Lot and the replacement of the Post Street Bridge. The location of the temporary parking and Centennial Trail realignment is displayed on Attachment C. The parking capacity in the temporary lot will exceed the amount of spaces that are currently at the Bosch Lot. The planned re-route of the Centennial Trail will be incorporated with widespread way-finding signage and will pass immediately adjacent to the temporary parking facility.

Staff has reviewed this request and recommends approval of this extension via Resolution 2016-01.

Strategic Plan

Consideration of these requests supports the board's goal of helping its partners protect, restore, and develop habitat and recreation opportunities that benefit people, fish and wildlife, and ecosystems.

Attachments

A. Exhibit A – Map of Acquired Parcels
B. Exhibit B – Temporary Closure Locations
C. Exhibit C – Alternate Parking and Centennial Trail Temporary Route

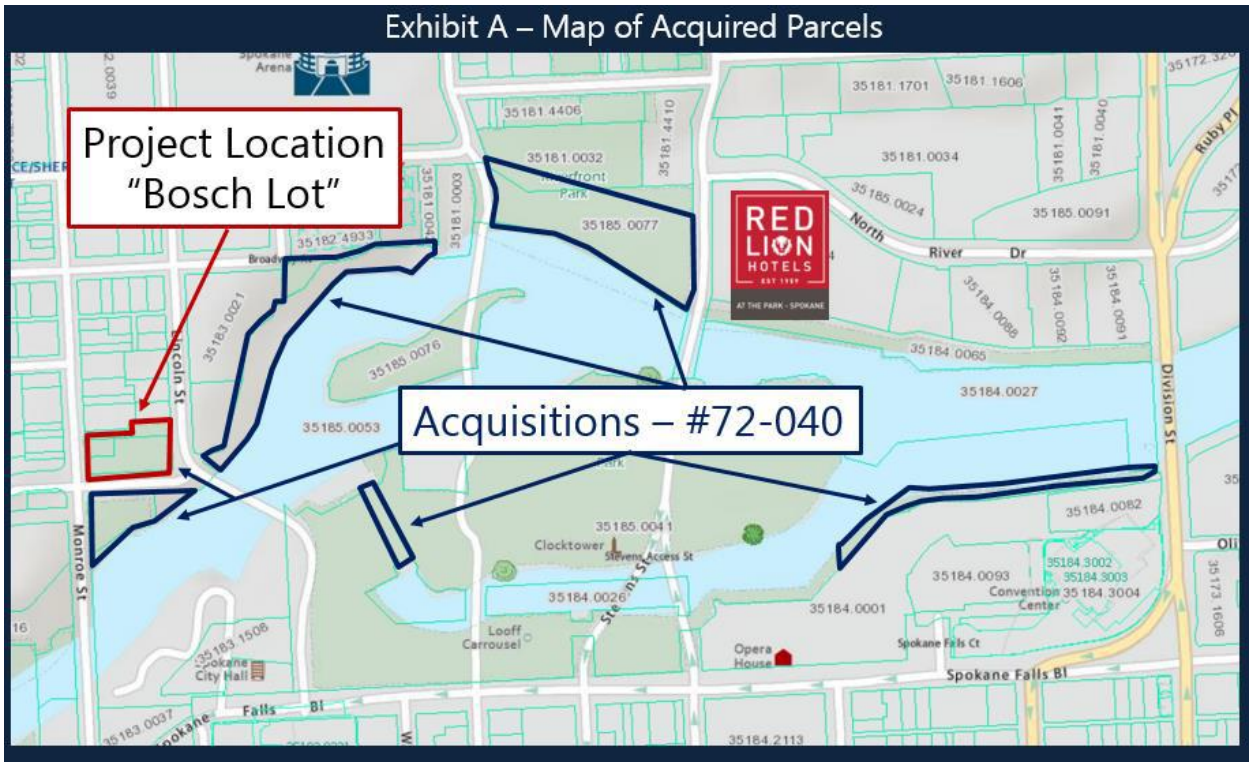


Exhibit A – Map of Acquired Parcels
Project Location
"Bosch Lot"
Acquisitions – #72-040
RED LION HOTELS
Lincoln St
Monroe St
Division St
Spokane Falls Bl
Clocktower
Looff Carrousel
Opera House
Convention Center
Spokane City Hall
North River Dr
Ruby Pl

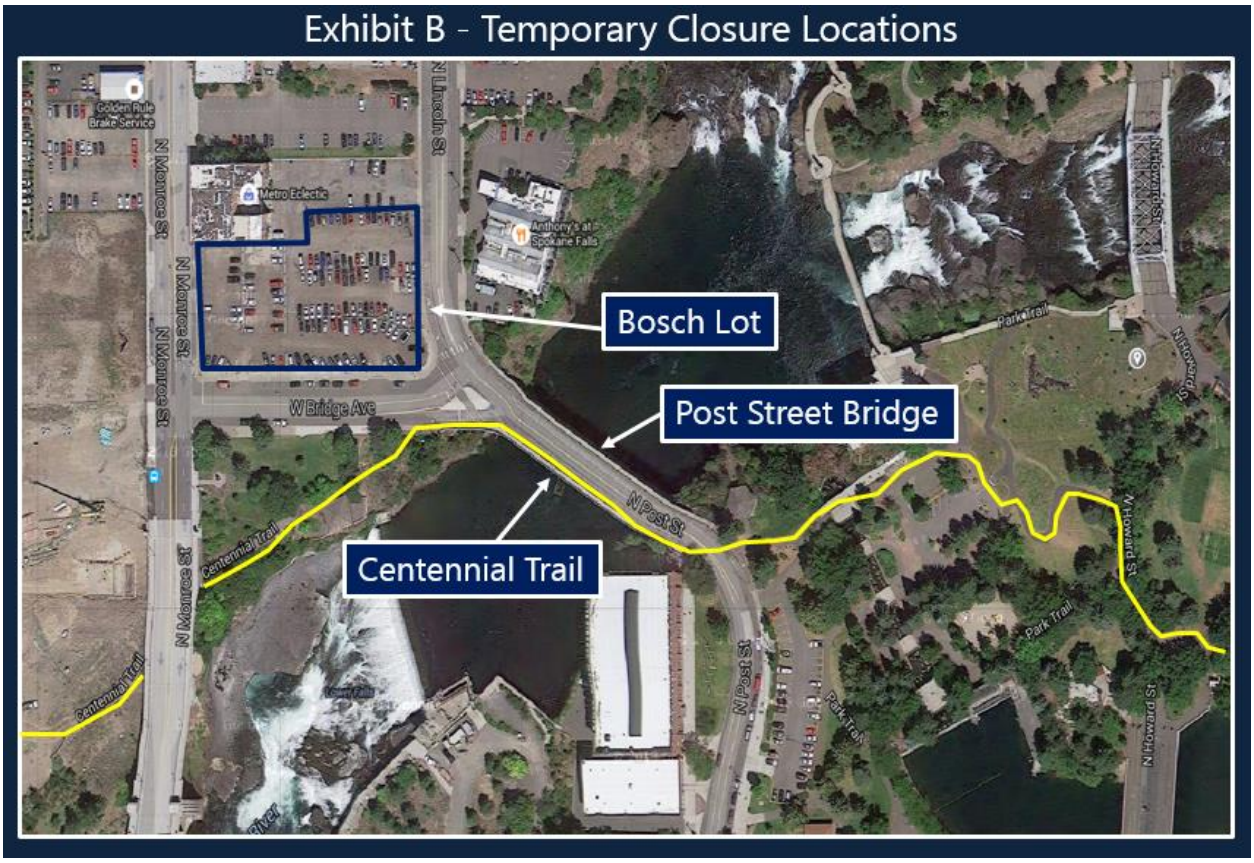


Exhibit B - Temporary Closure Locations
Bosch Lot
Post Street Bridge
Centennial Trail
N Monroe St
N Lincoln St
W Bridge Ave
N Post St
N Howard St
Park Trail
Centennial Trail
Metro Eclectic
Anthony's at Spokane Falls
Golden Rule Brake Service

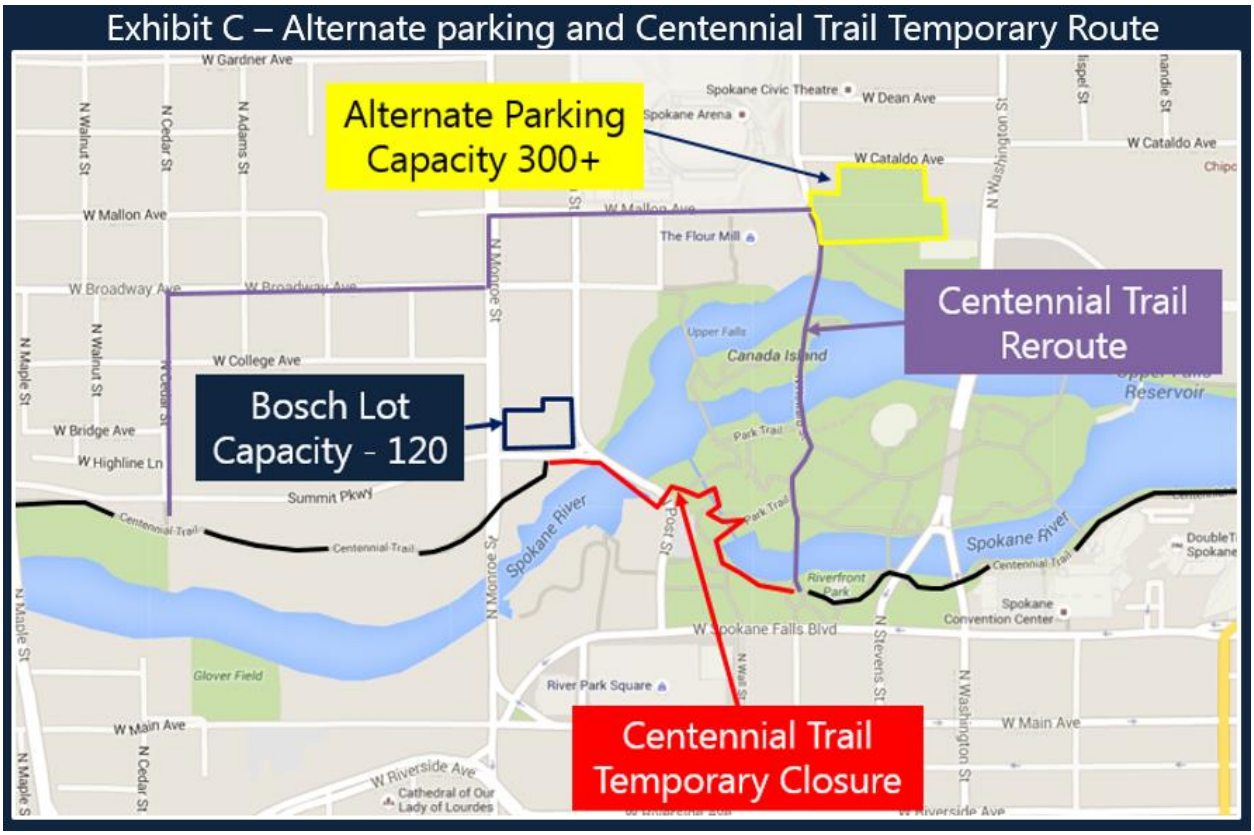


Exhibit C – Alternate parking and Centennial Trail Temporary Route
Alternate Parking Capacity 300+
Centennial Trail Reroute
Bosch Lot Capacity - 120
Centennial Trail Temporary Closure
W Gardner Ave
Spokane Civic Theatre
W Dean Ave
Spokane Arena
W Cataldo Ave
W Mallon Ave
The Flour Mill
W Broadway Ave
W College Ave
Upper Falls
Canada Island
Reservoir
W Bridge Ave
W Highline Ln
Summit Pkwy
Centennial Trail
Spokane River
Park Trail
Riverfront Park
Spokane Convention Center
W Spokane Falls Blvd
River Park Square
Glover Field
W Main Ave
W Riverside Ave
Cathedral of Our Lady of Lourdes
N Walnut St
N Cedar St
N Adams St
N Monroe St
N Washington St
N Maple St
Post St
N Stevens St

WASHINGTON STATE
Recreation and Conservation Funding Board

Recreation and Conservation Funding Board Briefing Memo

Item **1B**

APPROVED BY RCO DIRECTOR KALEEN COTTINGHAM

Meeting Date: February 9-10, 2016

Title: Scope Change: Farmland Preservation Grant, RCO Project #12-1580 Ebey's Reserve Farmland-3 Sisters Family Farms

Prepared By: Kyle Guzlas, Outdoor Grants Manager

Summary

The Whidbey Camano Land Trust is requesting approval to change the project scope under the Ebey's Reserve Farmland – 3 Sisters Family Farm (RCO #12-1580), Farmland Preservation Program project. This scope change would delete one property that is no longer available and replace it with another property in close proximity. The new property is not contiguous with the 3 Sisters Family Farm property and thus requires a board decision.

Board Action Requested

This item will be a:

- ☒ Request for Decision
- ☐ Request for Direction
- ☐ Briefing

Background

The Whidbey Camano Land Trust's (Land Trust), Ebey's Reserve Farmland – 3 Sisters Family Farms project (RCO #12-1580) originally included the acquisition of a permanent, agricultural conservation easement on approximately 117 acres of prime, productive, working farmland adjacent to Penn Cove on Whidbey Island (Attachments A and B). The properties are located in northern Ebey's Landing National Historical Reserve, renowned for its productive and culturally-significant agricultural lands. The purpose of this easement acquisition project is to permanently protect properties from development and to conserve the existing productive agricultural acreage. A wide variety of crops have been profitably grown on the properties, including seed crops, non-irrigated alfalfa, wheat, barley, corn, and produce.

The conservation easement on the 3 Sisters Farm property had to close no later than July 30, 2013. The legislative session that year lasted until the end of June and closing had to occur before the Recreation and Conservation Office (RCO) grant contract was ready. The Land Trust prepared to close without the support of RCO funds, and filed a waiver of retroactivity. On June 30, 2013, the Land Trust successfully acquired the 3 Sisters Family Farms easement on 113 acres. The Land Trust was reimbursed for direct costs of $19,317.54 from the RCO grant and that amount was highly leveraged with the purchase price and closing costs of $927,515 that came from matching Natural Resources Conservation Service (NRCS) farmland protection funding and Island County Conservation Futures program funding. In light of the fact that the total project was acquired with limited funds from RCO due to timing issues, the Land Trust requested that additional properties be amended into the project agreement to protect additional farmlands in the vicinity. The RCO Director approved an amendment to add two contiguous properties to the project agreement per Acquisition Projects Manual #3, Section 7. These additional properties are referred to as "Warner" and "Rector" (Attachment B).

The Land Trust received the Warner property appraisal and will make an offer on the conservation easement with plans to close in March 2016. The Land Trust worked closely with the landowners of the Rector property, who were excited about selling a conservation easement. However, due to an unexpected and unfortunate family issue, the landowners declined to move forward.

The Land Trust requests replacement of the Rector property with the Vande Werfhorst property, as shown in Attachment B. Since this property is not immediately contiguous with the 3 Sisters Family Farms property, the Recreation and Conservation Funding Board (board) needs to act on this request.

Scope Change Process

The RCO Director has the authority to approve scope changes that meet the following criteria:

- Is eligible in the same grant program category as the originally targeted property; and
- Has similar and at least equivalent conservation, farmland preservation, habitat protection, recreation, and/or salmon recovery values as the originally targeted property; and
- Is contiguous[1] to the originally targeted property or is within the recreation service area, geographic envelope or stream reach, estuary, or nearshore area identified in the grant agreement.

A scope change that does not meet these criteria is considered a major scope change and the request must be submitted to the board. The Vande Werfhorst property meets the intent of the first two criteria above; however, it is close, but not immediately contiguous to the originally targeted property (Attachment B).

The board shall consider the following factors in deciding whether to approve a major scope change for acquisition projects:

- Is the amended project eligible in the same grant program category? Is it eligible in another program category? **Yes, the property that is being requested to be included in this amendment is eligible in the Farmland Preservation Grant Program. The Farmland Preservation Program is the only RCO grant program that offers funding for conservation easements on agricultural lands.**

- What is the reaction and/or position, if any, of the local government (for Recreation and Conservation Funding Board funded projects) with regard to the requested amendment? **Support for farmland projects in Island County, and especially Ebey's Landing National Historical Reserve, is very strong. The County Commissioners, Ebey's Trust Board, Town of Coupeville, citizens, visitors, and farmers with land within the Reserve have expressed significant support for farmland protection. Island County is a managing partner in Ebey's Reserve and has three representatives on the Ebey's Trust Board. The Ebey's Trust Board, National Park Service and Whidbey Camano Land Trust all identified this property as a high priority for protection; this is the same priority as 3 Sisters Family Farm.**

- How does the amended project fit with priorities identified in state approved strategies including, but not limited to, the Natural Heritage Plan, State Comprehensive Outdoor Recreation Plan, Lands 20/20, Biodiversity Strategy, A Regional Recovery Plan, or a 3-year work plan for salmon recovery? **The protection of the Vande Werfhorst Farm is consistent with the same plans as the 3 Sisters Family Farm. The County Comprehensive Plan includes strong support for**

[1] "Contiguous' meaning 'touching.'

farmland protection, especially historic farms located in Ebey's Reserve. The project is also consistent with multiple habitat and historical conservation plans including the Pacific Coast Joint Venture Strategic Plan and the Ebey's Landing National Historical Reserve – General Management Plan.

- Will federal or other matching resources be lost if a scope change is not approved? If so, how, why, or how much? **Yes, the Land Trust has secured significant Natural Resource Conservation Service 2012 Farm and Ranchland Protection Program grant funds for matching the RCO Farmland Preservation grant funds for the Vande Werfhorst property. These funds were used in the acquisition of the 3 Sisters Family Farms property and has created a match bank of approximately $900,000.**

- What opportunity will be lost if the request is not granted? (Consider, for example, consequences to the public, the resources, and the grant program). **A number of years ago, the landowners sold a 10-acre property due to financial hardship. They would like to sell a conservation easement to keep this historic farm intact; therefore, for the last 3-4 years they have worked with neighboring property owners and the National Park Service as part of an Ebey's Reserve farm conservation exchange. Due to a lack of funding to continue its due diligence, the National Park Service recently ended the project and the Vande Werfhorst Farm is again threatened if a conservation easement is not secured. The demand for home-sites within Ebey's Reserve is extremely high and the supply is quite low. It is likely that without the acquisition of an easement on this property, the landowners would sell off the most productive part of the Farm because of the outstanding views of not only Penn Cove but the Cascade Mountains and Saratoga Passage.**

- What other project or projects could the money go to if this request is denied? **If the scope change is denied the project will "close short" and remaining grant funds will fund lower ranking alternates on the Farmland Preservation Grants list. Available funding could go toward easements for the 21st or 22nd ranked projects. In the 2012 grant cycle there were 22 applications received for the Farmland Preservation Grant Program.**

- How does the amended project compare with the original project and with the alternate project on the funding priority list? **The 3 Sisters Family Farms project ranked 9th out of 22 projects in the 2012 application cycle. The Vande Werfhorst property has very similar characteristics to the 3 Sisters Family Farm. All of the soils on the Vande Werfhorst property are Prime Farmland, as are the soils for the 3 Sisters Family Farm.**

Considerations and Staff Recommendation

The remaining productive and working farmland in Ebey's Landing National Historic Reserve is farmed by a small handful of farmers that depend on the collective acreage of these multiple properties. While the Vande Werfhorst property is not immediately contiguous with the 3 Sister's Family Farm, it is contiguous from a use and "farming" standpoint.

The 254-acre Vander Voet farm just north of the Vande Werfhorst farm was the number one ranking farmland project in the 2014 RCO Farmland grant application cycle. The Land Trust is in the process of working on this easement. In addition, the Land Trust recently secured a conservation easement on the Tull Family Farm, a 65-acre property across Monroe Landing Road from the Vander Voet Farm and just north of the Vande Werfhorst Farm.

RCO staff reviewed the materials provided by the Whidbey Camano Land Trust and recommends the major scope change be approved via Resolution 2016-01, Consent Calendar.

Next Steps

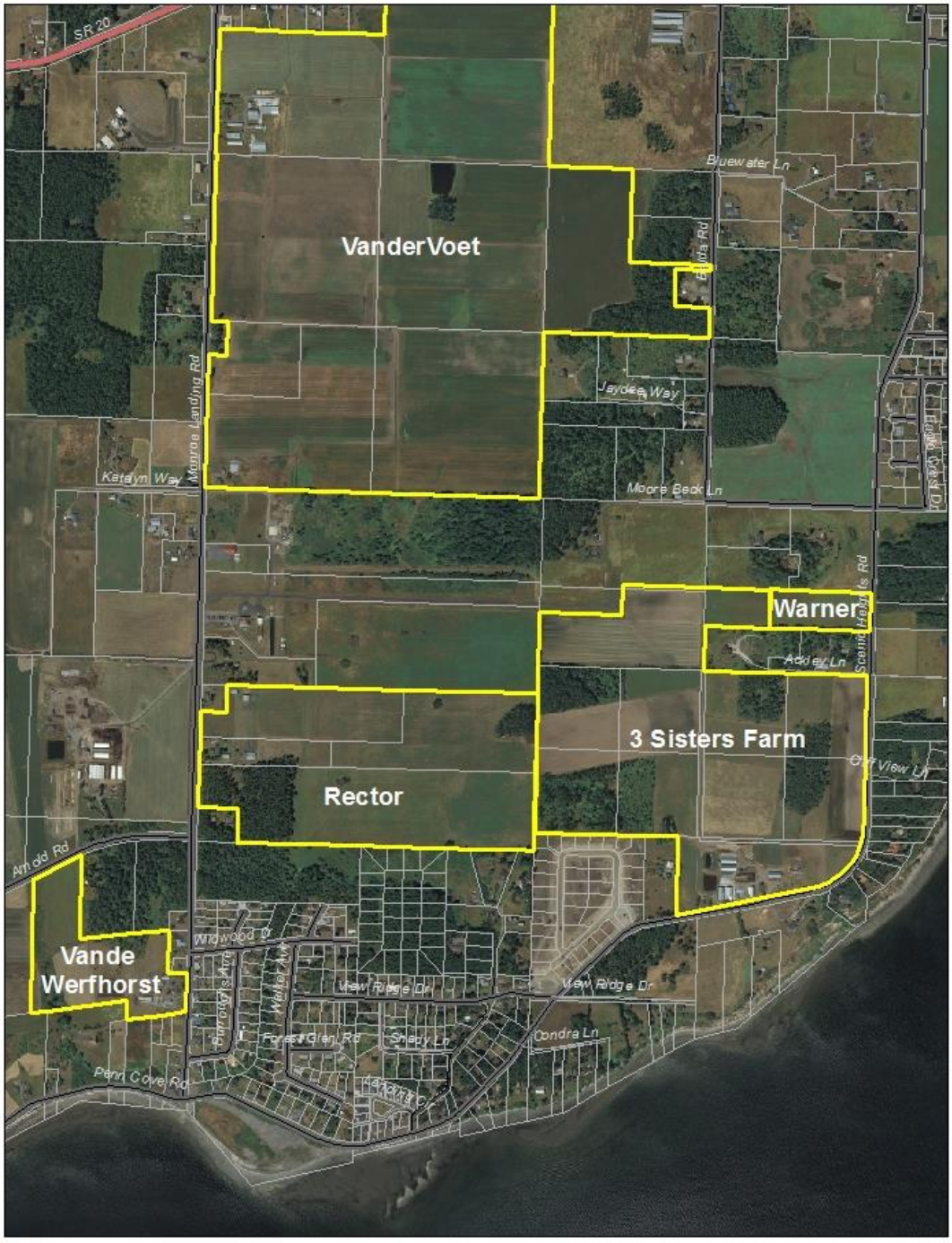
If the board approves the scope change, RCO staff will amend the existing agreement to add the Vande Werfhorst property.

Attachments

A. Exhibit A – Ebey's Landing Historic Reserve
B. Exhibit B – Project Location Map

Exhibit A - Ebey's Landing Historic Reserve and 3 Sisters Family Farm

Exhibit B – Project Location Map



Property boundaries are taken from Island County GIS tax parcel maps. These boundaries are approximate and may not match on-the-ground fencelines or actual survey markers.

1,000 500 0 1,000
Feet

RECREATION AND CONSERVATION FUNDING BOARD SUMMARIZED AGENDA & ACTIONS
November 18-19, 2015

Item	Formal Action	Board Request for Follow-up
1. Consent Calendar A. Volunteer Recognition for Advisory Committees	Resolution 2015-20 Decision: Approved	No follow-up action requested.
2. Approval of Board Meeting Minutes – September 16-17, 2015	Motion: Approved, November 18, 2015	No follow-up action requested.
3. Director's Report • Director's Report • Legislative, Budget, and Policy Update • Grant Management Report ○ Featured Projects • Fiscal Report *(written only)* • Performance Report *(written only)*	Briefings	No follow-up action requested.
4. State Agency Partner Reports • Department of Natural Resources • State Parks and Recreation Commission • Department of Fish and Wildlife	Briefings	Member Herzog will provide an update at the next meeting regarding State Parks' acquisitions and planning process.
5. Youth Athletic Facilities Grant Awards	Resolution 2015-21 Decision: Approved	No follow up action requested.
6. Land and Water Conservation Fund Legacy Program Awards	Briefing Resolution 2015-22 Decision: Withdrawn	The board requested that staff provide updates regarding the National Park Service notice.
7. Habitat and Recreation Lands Coordinating Group: Overview & Current Status	Briefing	No follow-up action requested.
8. Joint Legislative Audit and Review Committee: Summary of Recent Reports and New Assignment Relating to Public Lands	Briefing	No follow-up action requested.
9. Washington Wildlife and Recreation Program Review Update	Briefing	Staff will continue to brief the board during the legislative session.
10. Proposed Changes to the Grant Program Evaluation Criteria for 2016	Request for Direction	No follow-up action requested. Staff will bring the final changes for board decision to the February 2016 meeting.
11. Washington Wildlife and Recreation Program Farmland Preservation Evaluation Criteria and Policies	Resolution 2015-23 Decision: Approved	No follow-up action requested.

DRAFT

Item	Formal Action	Board Request for Follow-up
12. Changes to the Grant Programs for 2015-17	Resolution 2015-24 Decision: Approved	No follow-up action requested.
13. Communications Plan Update	Briefing	No follow-up action requested.
14. Board Member Discussion About Revising Their Strategic Plan and Performance Measures	Briefing	Members will provide any ideas for changes performance measures to the Deputy Director prior to January 1, 2016.
15. Recreation and Conservation Planning Next Steps	Briefing	No follow-up action requested.
16. Scoping of Climate Change Policy	Request for Direction	The board formed a subcommittee consisting of Members Stohr and Willhite to assist staff in advance of the February 2016 meeting.
17. Compliance		
A. Overview of Conversion and Allowable Use Policies	Briefing	No follow-up action requested.
B. Vancouver Water Works Park (RCO #84-9015D) Resolution 2015-25	Resolution 2015-25 Decision: Approved	No follow-up action requested.
C. Mountlake Terrace Jack Long Park (RCO 68-096A, #68-099D) Resolution 2015-26	Resolution 2015-26 Decision: Approved	No follow-up action requested.
D. Clark County Lewis River Greenway (RCO #96-074A)	Briefing	No follow-up action requested.
E. City of Spokane Riverfront Storm water Combined Sewer Overflow (RCO #72-040)	Briefing	No follow-up action requested.

DRAFT

RECREATION AND CONSERVATION FUNDING BOARD SUMMARY MINUTES

Date: November 18, 2015
Place: Olympia, WA

Recreation and Conservation Funding Board Members:

Harriet Spanel	Chair, Bellingham	**Mike Deller**	Mukilteo
Betsy Bloomfield	Yakima	**Joe Stohr**	Designee, Department of Fish and Wildlife
Pete Mayer	Renton	**Jed Herman**	Designee, Department of Natural Resources
Ted Willhite	Twisp	**Peter Herzog**	Designee, Washington State Parks

It is intended that this summary be used with the materials provided in advance of the meeting. The Recreation and Conservation Office (RCO) retains a recording as the formal record of the Recreation and Conservation Funding Board (board) meeting.

Call to Order

Chair Spanel called the meeting to order at 9:02 am. Staff called roll and a quorum was determined. Member Herzog was excused.

Member Willhite moved to approve the November 2015 meeting agenda; Member Deller seconded. Motion carried.

Item 1: Consent Calendar

The board reviewed the Consent Calendar, Resolution 2015-20. This resolution included recognizing the volunteers who participated on various grant program advisory committees. Chair Spanel read each volunteer name, acknowledging their efforts and thanking them for their service.

Resolution 2015-20
Moved by: Member Ted Willhite
Seconded by: Member Betsy Bloomfield
Resolution: Approved

Item 2: Approval of Board Meeting Minutes

Member Mayer moved to approve the September 2015 meeting minutes; Member Deller seconded. Motion carried.

Item 3: Director's Report

Director's Report: Director Kaleen Cottingham shared several staffing changes that have occurred over the past few months. RCO has two new grant managers and is recruiting for a new performance management analyst to replace Jennifer Masterson and a new fiscal analyst to replace Brent Hedden. Promotions include Adam Cole to position of policy specialist.

In preparation for the new *No Child Left Inside* grant program, staff launched webpages and assembled the materials and processes needed to guide the grant program. RCO hopes to open the application period later this year and begin funding projects in spring 2016. State Parks and RCO have signed an interagency agreement that outlines how the agencies will work together to manage the grant program.

DRAFT

Director Cottingham shared that the Land and Water Conservation Fund (LWCF) was not reauthorized by sunset deadline. Congress is considering a bill that would shift funding to provide states assistance, but does so by cutting funding from other programs. RCO is monitoring the progress of this program as well as the Recreational Trails Program (RTP).

Legislative Update: Director Cottingham shared information about the RCO-request legislation for 2016, including the reauthorization of the Invasive Species Council, Habitat and Recreation Lands Coordinating Group and a placeholder for potential statutory changes resulting from the Washington Wildlife and Recreation Program review that will wrap up at the end of the month. Director Cottingham further updated the board on a supplemental capital budget request for increased spending authority in BFP and NOVA resulting from the 2015 gas tax increase and changes in House capital budget committee leadership; the chair is now Representative Steve Tharinger.

Grant Management Report: Marguerite Austin, Recreation and Conservation Section Manager, provided an update on the work of the grants team. She expressed appreciation and commended their efforts, which includes preparing about 290 project agreements. Ms. Austin also described the new role of Karl Jacobs, who now serves as Senior Outdoor Grant Manager for the Recreation and Conservation Section.

Darrell Jennings briefed the board on the meetings of various trails trainings and stakeholder groups, including the WTA and non-motorized highways groups. Ms. Austin and several grant managers have been involved in provided training and presentations at conferences to support grant-writing and trails-advocacy efforts. Mr. Jennings provided an update on the Washington Trails Plan, approved by the board in 2013.

Member Mayer asked whether funding is available for an online Washington trails map, where funding may come from, and what efforts are being taken to secure funding to maintain the tool. Deputy Director Scott Robinson replied that more funding may come from the Nonhighway and Off-road Vehicle Activities (NOVA) account (which is funded by gasoline taxes) and perhaps from the Recreational Trails Program (RTP). He shared that the project is still in the planning phases.

Member Deller commented on the comprehensiveness of the database, noting that some common trails' data were not included. Mr. Jennings explained that the developers focused on available data, and as more funding is secured it will support adding data on local trails. Director Cottingham added that GIS point-to-point data needed to complete an accurate trail system is missing in some cases.

Member Willhite asked about further support or feedback that the board could provide in this effort. Mr. Jennings shared that outreach is important, but surveys are main form of feedback; staff also attend public meetings to further solicit feedback. Director Cottingham shared that feedback regarding water trails is especially positive.

Featured Project: Dan Haws, Outdoor Grants Manager, presented the East Tiger Mountain Trails System, the culmination of several mountain-bike trail development grants implemented on Department of Natural Resources lands in the Tiger Mountain State Forest. Funding from four separate RCO grants facilitated the construction which occurred from 2011 through 2015. The East Tiger Mountain Trail System draws nearly 60,000 user visits per year. Mr. Haws described the funding, development and completion of each trail segment. Future plans and grants expect another 6 miles to be added during 2016-17, which will result in 27.4 total trail miles.

DRAFT

Member Mayer shared his experience with the East Tiger Mountain Trails System and commended the work of DNR to value and create opportunities for mountain biking. Member Willhite echoed these sentiments, and added that it is crucial for generating tourism revenue.

Item 4: State Agency Partner Reports

Washington Department of Natural Resources (DNR): Member Herman provided an update on behalf of DNR. He responded to Mr. Haws' presentation, the coalescence of funding, public support, and opportunity for the East Tiger Mountain Trails System was particularly serendipitous. He added that future plans include similar development near Snoqualmie.

Member Herman shared information about the record-breaking fire damage this year, noting that it will likely dominate the anticipated DNR-request legislation this coming session. DNR will be responding to the Joint Legislative Audit and Review Committee (JLARC) study, providing information and working with the Committee to supply the requested data. Regarding the gas tax passed last session, Mr. Herman shared that revenues are being depleted and DNR will be asking for more spending authority next session. Mr. Herman shared that Glen Glover joined the recreation team. Member Herman concluded by providing an update regarding DNR's efforts to improve recreation signage for improved user ease.

Member Willhite asked about continued fire suppression efforts. Member Herman explained that the upcoming Legislative session will include formal work sessions to identify challenges and lessons learned. Director Cottingham added that the Governor created a wildfire council to include advisors, which she has been invited to serve on to support these planning needs. Member Willhite noted that the fires are the result of climate change and predictions indicate worsening conditions; agencies need to maintain awareness of this issue to drive strategic planning.

Washington Department of Fish and Wildlife (WDFW): Member Stohr provided an update on behalf of WDFW. He added to the discussion on fire recovery efforts, noting that about 90 miles of fencing was damaged or lost. The fencing keeps elks and other wildlife out of orchards and agricultural areas. Over 25,000 acres of habitat were lost, and WDFW will be submitting budget requests to address restoration needs. Member Stohr handed out information regarding recreational fishing benefits and the needed revenue influxes to support local economies. He shared several statistics covering commercial and private fishing; salmon cover a small portion, and the impacts to other fisheries and shellfish industries are often missed. He described the WDFW revenue sources and funding allocations, noting trends that follow salmon runs. The summary data rollup is available upon request.

General Public Comment: No general public comment was received.

Board Business: Decisions

Item 5: Youth Athletic Facilities Grant Awards

Kyle Guzlas, Outdoor Grants Manager, began his presentation with an overview of the Youth Athletic Facilities Program and the overall application metrics. New YAF policies were adopted by the board at their April 2015 meeting; RCO's subsequent YAF budget request was approved for $10 million.

Applicants submitted 44 project proposals for funding consideration during this grant cycle. These requests total more than $9 million, with nearly $24 million in matching funds for a total project balance of $33 million (no projects were eligible for a waived match). The Legislature appropriated about $7 million in the 2015-2017 Capital Budget which will be available for this competitive YAF application cycle. Mr. Guzlas presented the top-ranked project, Mission Park Adaptive Ball Field Renovation, RCO #15-1434D, located in Spokane. In responding to board questions, Mr. Guzlas explained that ball parks are

more commonly being designed to support adaptive needs. For projects included as a direct appropriation, RCO will manage them similar to a normally awarded grant.

Member Mayer described an issue regarding crumb rubber's safety and health impacts, a popular synthetic material used in combination with sand on ball fields. He shared that nationally this is an issue of growing concern. He asked about the number of projects on list that use synthetic materials; Director Cottingham stated that about 40% of projects do. Member Mayer stated that Washington Department of Public Health is exploring this issue, noting growing concern in Snohomish County. He anticipates hearing more in the next legislative session; the Snohomish Health District, Member Mayer's employer, was asked to submit information and testimony regarding these issues. This may generate a broader discussion and he will share more with the board as the situation develops.

Member Willhite asked about the other projects that were not included on the ranked list and scoring. Mr. Guzlas shared that projects generally score well, but the category is new and in high demand, limiting project awards. Applicants are required to estimate use which is part of the evaluated and scored criteria. Mr. Guzlas added that larger facilities track this data, but smaller fields that don't typically charge for use are not as easily able to provide this data.

Public Comment:
Natalie Hanson, City of Long Beach Councilwoman, shared that support for the project application was unanimous and recommended approval of the project request.

Gayle Borcharo, City of Long Beach Community Development Director, offered her support of the project and shared that she was available to answer questions. She commended the work of RCO Grant Manager, Laura Moxham, and RCO Recreation and Conservation Section Manager, Marguerite Austin; she stated both were professional and helpful. Member Bloomfield asked about public process leading up to the project application submission. Ms. Borcharo responded that a hearing was held, but the public response was minimal. She noted that petition circulated with 20 people against the project, and over 200 in favor.

Elizabeth A. Bastsch, one of the petitioners in Exhibit A from Margie Seals' testimony (included in the meeting materials), asked that RCO Project #15-1432 be deferred until a new location can be found for regulation-sized field and the application data and estimated costs can be corrected. She shared several concerns regarding the project, including size, parking areas and restrictions, noise, foot/vehicle traffic, proximity of residential homes, alignment and drainage issues.

The board asked about current uses of the field, natural surface installation, alternative locations, community involvement, and the city's process for permitting. Ms. Bastsch replied that the field is currently used for both soccer and baseball. She added that the city council did not formally address the petitioners' concerns regarding available parking, noise, congestion, and safety.

Chair Spanel asked council members Gayle Borcharo and Natalie Hanson to address questions. Ms. Borcharo addressed parking design issues and safety precautions considered in the planning stages. Other park locations may exist, but lack sufficient access, are more expensive to develop, and are also surrounded by residential neighborhoods. Ms. Borcharo explained that the development process began when the City submitted the YAF Letter of Intent. At the time, funding was not available. Member Willhite confirmed that the City made their intentions known to the general public and solicited comment, held a public hearing, then received input after the hearing. The opposing petition was received well into the process, after almost two years of ongoing efforts.

DRAFT

Member Stohr asked whether the sponsor would need to start the application process over if another location was found. Director Cottingham explained that the sponsor would submit scope change, which would come to her for decision or the board, so they would not need to re-start the whole process.

Board Discussion:
Chair Spanel asked for a motion to approve Resolution 2015-21. Member Herman stated that there seems to be time to come to further consensus at the local level, and grant money may inflate the issues. It may be beneficial to delay the approval to allow the community to gather consensus.

Member Mayer thanked public for their testimony, and echoed Member Stohr's contracting obligation concerns, noting that locally this issue needs to be resolved prior to board decision. He added that there seems to be room to negotiate within project. Member Mayer moved to approve the resolution as proposed.

Member Bloomfield concurred that the judging local zoning and jurisdiction issues is beyond the board's scope, unless it's a defect with grant program development level. Member Willhite stated that receiving funding is key. Both agreed that there is room for local collaboration.

Resolution 2015-21
Moved by: Member Pete Mayer
Seconded by: Member Jed Herman
Resolution: APPROVED

Item 6: Land and Water Conservation Fund Legacy Program Awards

Marguerite Austin, Recreation and Conservation Section Manager, shared that the program has been delayed at the national level; the National Parks Service (NPS) has not published the federal funding opportunity notice because they are still discussing the new guidelines along with whether to combine the grant application cycles for federal fiscal years 2015 and 2016.

Director Cottingham added that RCO will try to incorporate a briefing into the next board meeting. With her ongoing delegation of authority she could move the process forward, but her hope is to bring the matter to the board once NPS releases the program notice. In an open public meeting, the board would then select and approve projects for submittal to the National Park Service for the national competition.

Member Bloomfield asked about the Bishop Bill that recently passed. Director Cottingham responded; she's been following the issue along with other NASORLO peers (National Association of State Outdoor Recreation Liaison Officers), but the outlook for funding is not hopeful.

Public Comment:
No public comment was provided at this time.

Resolution 2015-22 was withdrawn.

Break: 10:55 a.m. – 11:10 a.m.

Board Business: Briefings & Discussions

Item 7: Habitat and Recreation Lands Coordinating Group:

Wendy Brown, Policy Director, provided information about the legislative history of the Habitat and Recreation Lands Coordinating Group (Lands Group) and shared a list of the Lands Group's designated tasks, responsibilities, and potential duties.

DRAFT

Steve Hahn, Washington State Parks, and Clay Sprague, WDFW, both members of the Lands Group, shared information about the biennial funding and monitoring reports produced by the group. The reports describe the land acquisition efforts of WDFW, State Parks, and the Department of Natural Resources with the intent of providing more transparency and communication about each agency's respective processes. Both Mr. Hahn and Mr. Sprague shared that the Lands Group provides a needed place for agencies to share information and support strategic planning and acquisition.

Member Mayer asked how the board might support the Lands Group efforts further and pointed out that the board is required by statute to provide input on their request to the Legislature. Mr. Hahn commented the links between the groups and the board, noting that the reports are the documented evidence of how agencies are working and held accountable. The money that RCO awards for public land acquisition is part of these reports, providing a very clear tie between the two entities. Mr. Sprague added that the Lands Group could go a step further and relate the work to conservation efforts, seeing the board as an entity that could serve this role.

Member Stohr commented on the historical background of the Lands Group. Since 2007, many state agency processes have become more inclusive and land acquisition has evolved. He stated that the mission of the Lands Group should evolve to meet the current process. There is growing support and coalescence, and consideration of what the unified theory for lands acquisition should be to minimize silos and promote coherent actions.

Member Bloomfield suggested ways the board and the Lands Group could network and unify strategies, communicate about public lands, and share this information with constituents.

Member Herman commented on the policy implications. He shared that there are two perspectives on the work of the Lands Group, divided between being "done" with the work (land acquisitions) and those who seek to move the work forward.

Member Willhite responded to Mr. Hahn, noting the need to promote the efforts of the Lands Group more prominently. He asked whether the Lands Group incorporates larger recreation and conservation goals. Mr. Hahn responded that at this time there is a lack of staffing to support expanded efforts; Ms. Brown added that the outlook is hopeful, but they aren't ready at this time. The Lands Group is staffed by "volunteer time" and is not individually funded.

Member Mayer asked how the Land Group will evolve and how the priorities proposed for future work can be implemented, given finite resources and staffing.

Director Cottingham responded that support for the Lands Group and the Public Lands Inventory were examples used during 2015 to support the WWRP administrative rate increase. RCO has been told not to ask for general fund support for the Lands Group. RCO staff and partner agency staff continue making incremental progress.

Mr. Hahn shared that other boards and elected officials (State Parks Commission, Fish and Wildlife, Public Lands Commissioner) need to be involved in the planning and implementation of the future goals. Land acquisition is complex and support may need to be generated. Member Bloomfield suggested that higher education resources could support this work and add data. Chair Spanel suggested adding tribal representatives.

DRAFT

Member Mayer stated that some dialogue of board priorities and statement to support the group in fulfilling these priorities should be added to the Lands Groups' response to the Legislature. The board suggested clarification of the intent of the statute.

Chair Spanel stated that the role of the board is to provide guidance to the Lands Group regarding reauthorization. Ms. Brown added that the intent is to ensure that the reauthorization is supported by interested and participating parties so that it goes smoothly and there is consensus; it is not advisable, given the history provided by Director Cottingham, to include a budget request with this reauthorization request. Chair Spanel shared that the current RCO request bill is simply to extend the sunset date of the Lands Group.

Lunch 12:05 – 1:15 p.m.

Chair Spanel reported on the executive session, sharing that after consideration of the staff and board feedback, Director Cottingham received a positive review.

Item 8: Joint Legislative Audit and Review Committee: Summary of Recent Reports and New Assignment Relating to Public Lands

Rebecca Connolly presented an overview of two public lands reports completed by the Joint Legislative Audit and Review Committee (JLARC) in 2015: the Economic Impact of Public Natural Resource Lands and the State Recreation and Habitat Lands reports.

In the State Recreation and Habitat Lands report, JLARC found that data were often spread across many reports and websites and weren't standardized. She shared the report recommendations, which included developing a single, easily accessible source for information on.

The second report, Economic Impact of Public Natural Resource Lands, focused on the economic vitality of counties. Findings showed that, in general, during the time period studied (1990-2010), public land was not detrimental to counties economic vitality. However, the report data showed that specific sites may have positive or negative net economic impacts dependent upon use (e.g., private rentals or vacation homes at a lake). She clarified the impacts that may not be identified or accounted for in this report, such as county-to-county influences.

Member Mayer asked to what extent the JLARC studies inform agency planning and actions. Member Herman responded that the reports are based upon legislative requests. Ms. Connolly clarified that the study's focus was on the impact to counties of public resource natural lands.

Board Business: Briefings & Discussions

Item 9: Washington Wildlife and Recreation Program Review Update

Wendy Brown, Policy Director, summarized the original budget proviso, established WWRP review process, and progress to date. The facilitators worked to identify values and concerns, from which the recommendations were developed. Ms. Brown described the key values identified and shared the draft review recommendations. Ms. Brown and Director Cottingham both spoke to the short timeframe and inability to reach full consensus given these limitations.

Member Deller asked about the anticipated reaction. Director Cottingham responded that she has not heard any official comment from the Legislature.

DRAFT

Member Willhite commented on the use of "urban" vs. "rural" as having or perpetuating negative dichotomies, suggesting using "underserved" instead. Director Cottingham acknowledged this concern, and Ms. Brown said she would review the statute and recommendations for alignment in this language.

Member Willhite asked if climate change would be addressed in the recommendations. Director Cottingham responded that there is reference to "change over time," but it may not be explicit.

Member Mayer shared that Doug Levy's memo recommended a different funding allocation than the proposed recommendation. He also expressed that the state acquisition and PILT issues are not as thoroughly addressed as may be necessary. He added that the board has the discretion to adjust funding allocations, as an example of what recommendations may be statutory versus policy changes.

Member Stohr addressed the issues shared by Member Mayer, highlighting additional values that could be added to the key values identified. He agreed with Member Mayer's comments regarding more direction about PILT and board stewardship.

Director Cottingham shared that the concerns over land acquisition are not as large of an issue in the public eye as it is with state agencies and the Legislature; regardless, this survey response data will be included in the recommendations to the Legislature. She added that the survey helped to dispel many misunderstandings.

Member Herman commented on the inclusion of NGOs, stating that they must be held to the same standard as a state agency.

The board further discussed the need to enhance cooperation over competition; Member Bloomfield commented on current eligibility requirements, which send the opposite message. Her hope is that non-profit and agency partnerships will strengthen projects.

Item 10: Proposed Changes to the Grant Program Evaluation Criteria

Leslie Connelly and Adam Cole, Natural Resource Policy Specialists, provided a summary of the proposed changes to evaluation criteria for multiple grant programs for the 2016 grant cycle. Staff requested direction from the board on the proposed recommendations and changes prior to the public comment, period. Ms. Connelly and Mr. Cole presented the changes for each program. Chair Spanel recommended that the board provide direction after each item. The supporting documentation is included in the board materials, Item 10, Attachments A-F.

Boating Facility Program Changes (Attachment A)

Preference for Boats on Trailers

Staff requested direction on continuing to serve all types of boating facilities without preference or returning a preference for boats on trailers. Member Stohr asked why the original preference was removed. Ms. Connelly shared that the advisory committee recommended removal due to questions of equity in cost. Member Willhite stated in terms of equity, it seems to cater to larger boats. Mr. Cole shared that the biggest need is for trailered boats, as reported by the boating advisory committee.

Sustainability and Environmental Stewardship

Staff requested direction regarding the inclusion of an evaluation question in the criteria as a stand-alone question with custom guidances by project type. The board discussed the recommendation, and agreed with the staff recommendation going out for public comment.

Nonhighway Off-Road Vehicle Activities Category Criteria Changes (Attachment B)

Sustainability and Environmental Stewardship

Staff requested direction regarding the inclusion of an evaluation question in the criteria as a stand-alone question with custom guidances by project type. This will not apply to the Education and Enforcement Category. The board agreed with the staff recommendation for public comment.

Combination Acquisition and Development Projects

Staff requested direction regarding clarification of the pathway to score a Combination Acquisition and Development projects. Staff recommended that these projects be scored as a separate project type and total point values would remain unchanged across project types. The board discussed the maximum points awarded; staff acknowledged that there are some discrepancies with the manual and the points presented.

Washington Wildlife and Recreation Program, Trails Category Criteria Changes (Attachment C)

Staff requested direction regarding the "Trails and Community Linkages", "Water Access, Views, and Scenic Access", and "Wildlife Habitat Connectivity" questions, as well as revised guidances to the design question.

Community Linkages

The board discussed the term "different groups of people", how it is defined and the purpose of the inclusion. Member Mayer and Member Bloomfield felt that this value is somewhat ambiguous and potentially belongs under a different question, or could be removed until it is furthered defined. Member Herman suggested submitting the question as it is written for public comment and allow them to make recommendations; the board agreed with this approach.

Project Design

Staff proposed an update to include a requirement that project designs are accessible to the greatest extent possible, given the context and purpose of the trail. The board agreed with the staff recommendation for public comment.

Water Access and Scenic Views

Staff requested direction on the division of the water access and scenic view criteria and resulting point adjustments. The board discussed the merits of separating the criteria and assigned point values. Staff explained their interpretation of the terms "views", "values", and "water access" in statute as it applied to their recommendation; all acknowledged some degree of subjectivity that confuses the criteria. Potential solutions involved putting "water access" under "scenic values", as some projects do not involve water at all (which creates a disadvantage). Staff will revise the language based on the board discussion prior to public comment.

Enhancement of Wildlife Habitat

Staff requested direction on the change from wildlife habitat connectivity to enhancement beyond what may be required by permit or regulation. The board agreed with the staff recommendation for public comment.

Trails Separated by Roadway

Ms. Connelly advised WWRP Manual 10a describes the trails criteria must be "separated by physical barriers." This issue then causes diversity of separations which staff must evaluate on a case-by-case basis. The board agreed with the staff recommendation for public comment.

Aquatic Lands Enhancement Account (Attachment D)

The program had major revisions in 2008 and does not score both elements of combination projects. Ms. Connelly requested direction on adjusting the scoring for question 4. The board agreed with the staff recommendation for public comment.

DRAFT

Cost Efficiencies (Attachment E)
Staff requested direction on cost efficiencies, potentially removing the bonus point. The board agreed with the staff recommendation for public comment.

New SCORP Criteria (Attachment F)
Staff requested direction on adding a new evaluation question that will address SCORP priorities.

The board discussed general agreement with the staff recommendation (option 2). Member Bloomfield commented on the burden on applicants of knowing and understanding the SCORP; while it is necessary, can staff narrow or craft specific guidelines to support ease in the application process? Staff agreed, noting that the staff support would come in the form of guidances which is an established process with which applicants are familiar.

WWRP Critical Habitat (Attachment G)
Staff requested direction on revision and simplification of the evaluation criteria.

Member Bloomfield commented on the scientific basis of the criteria, intended to protect priority species and habitat. She recommended an option that does not target one type of sponsor as a way to narrow the criteria, as it would detract from the intended benefit.

Member Mayer asked for clarification of the criteria for "Public Enjoyment." Ms. Connelly explained that the intent to include it comes from the definition of Critical Habitat. She acknowledged that more guidance could be provided; Chair Spanel added that the intent for public enjoyment is based on opportunity. Director Cottingham proposed a rephrase of the term to be "an opportunity for public use." Member Mayer and the board agreed.

Member Bloomfield stated that it may not be necessary to refine this criteria until the WWRP review is complete, adding concerns regarding time efficiencies. Member Bloomfield recommended focusing on non-WWRP categories. Ms. Connelly responded that the intent is to determine what can be done now, knowing that there may be changes resulting from the coming review. Director Cottingham responded that some groups approached RCO over two years ago, and could be seen as proactive on behalf of the board. Chair Spanel noted that the legislative actions are yet unknown, and it may still be fruitful to continue with the revisions as planned.

The board discussed the options, noting that there is need to remove duplication of efforts, and that the category supports the need for the scientific elements and the criteria should not be simplified at the expense of these priorities. The board agreed with option 2 of the staff recommendation for public comment.

Ms. Connelly concluded by sharing that the board direction will be used to prepare for public comment, scheduled for December 7 through December 31, allowing for a later presentation at the February 2016 meeting.

Item 11: Washington Wildlife and Recreation Program Farmland Preservation Evaluation Criteria and Policies

Ms. Connelly summarized the actions to date and noted that today's decision marks the culmination of three years of work. She provided a summary of the public comment received and the resulting revisions to the draft policies and criteria.

The board discussed the proposed changes (revised after public comment) as outlined in Item 11, Attachments B and C, of the meeting materials.

Member Mayer asked for clarification on the riparian buffer discussion. Ms. Connelly responded that the Swinomish Tribe was encouraging a minimum buffer requirement. Staff responded by adding language under the "Stewardship" question and under "Community Support." Member Mayer asked about examples of public access, specifically gates or stiles for access. Director Cottingham suggested adding "hiking" to the examples of public access, considering the property owner preferences. After further discussion, the board agreed to add the language "may include walking…" to the criteria.

The board discussed the complications of public access and property rights, based on agreement terms, including what constitutes public benefit. There remain concerns regarding easements and fee simple properties. Ms. Connelly reminded the board that the policy is new and primarily meant to eliminate grant program conflicts. Staff believes the revised policy, based on public comment, addresses concerns of both.

Member Herman suggested amending the language to include reference of the landowner. The board discussed this suggestion; a potential suggestion included changing "are" to "may" to allow flexibility. Member Bloomfield asked about the criteria for threat to the land should it not be protected, suggesting a timeframe or limitation to allow for more precise scoring. The board suggested two years; Director Cottingham stated five years is reasonable, ten years is too long. The board discussed the criteria for farmland conservation values.

Chair Spanel requested a motion from the board based on the discussion. The amendments included adding language to the public access within a Farmland Conservation easement to include "may include walking" (subsection 2 of Attachment C), and adding language to the Threat to Land criteria by adding a timeframe "within the next five years" (subsection D of Attachment B). The resolution was amended to state that the Attachments A and B are approved as amended.

Resolution 2015-23, as amended
Moved by: Member Ted Willhite
Seconded by: Member Peter Mayer
Resolution: APPROVED

Item 12: Changes to the Grant Programs for 2015-17

Ms. Connelly provided a summary of public comment feedback received on three policy changes: control and tenure, additional scope change policy for WWRP, and multi-site development for trails and water trails categories.

Control and Tenure

Staff suggested postponing a decision on this policy change. The board agreed not to take action at this time, as the policy needs further development.

Additional scope changes policy for WWRP

Member Mayer agreed with informing the local jurisdiction, raising questions about the process for consulting with the Legislature. The board discussed the application process for sponsors and implications of the approval process for projects, focusing on the ranked lists approved by the Legislature. There was some agreement that notifying or requesting subsequent approval from the Legislature of scope changes is necessary. The board wished to have further discussion on this topic and tabled the item until February.

Multi-site Development for Trails and Water Trails

The board did not discuss this policy change.

DRAFT

The board discussed amendments to Resolution 2015-24 to exclude the paragraph/reference on scope changes in Attachment B. The board also discussed the need to develop mechanisms for boosting public comment responses, which may involve requesting review from advisory committees.

Resolution 2015-24, as amended
Moved by: Member Ted Willhite
Seconded by: Member Mike Deller
Resolution: APPROVED

Closing: Day One

The meeting was adjourned for the day at 5:42 p.m. by Chairwoman Chair Spanel.

DRAFT

RECREATION AND CONSERVATION FUNDING BOARD SUMMARY MINUTES

Date: November 19, 2015
Place: Olympia, WA

Recreation and Conservation Funding Board Members:

Harriet Spanel	Chair, Bellingham	**Mike Deller**	Mukilteo
Betsy Bloomfield	Yakima	**Joe Stohr**	Designee, Department of Fish and Wildlife
Pete Mayer	Renton	**Jed Herman**	Designee, Department of Natural Resources
Ted Willhite	Twisp	**Peter Herzog**	Designee, Washington State Parks

It is intended that this summary be used with the materials provided in advance of the meeting. The Recreation and Conservation Office (RCO) retains a recording as the formal record of the Recreation and Conservation Funding Board (board) meeting.

Call to Order

Chair Spanel called the meeting to order at 9:05 a.m. Staff called roll and a quorum was determined. Member Herzog was excused.

Item 14: Revising the Board's Strategic Plan and Performance Measures: Continued Board Member Discussion

**Presented out of order.*

Scott Robinson, Deputy Director, provided a summary of the board's actions in 2015 regarding updates to their strategic plan and performance measures. He reminded the board of several action items from the retreat for the board's consideration.

Member Deller stated that he approves of the current measures. His focus is on whether the performance measures capture the data necessary to gauging success.

Member Willhite noted the division between the eastern and western areas of the state, and suggested a division of urban versus rural to move away from the adverse dichotomy of state division. He suggested using a population-based approach to divide funds as a way to reach this metric. He volunteered himself to serve on a subcommittee to support this effort.

Member Bloomfield suggested adding a question for assembling and collecting data from published reports to help frame their impact. She specified that the goal is not to create new data, but to use existing information to reframe the questions in a way that will measure progress. Member Bloomfield discussed some of the discrepancies between the performance measures and the data collected, e.g., survey responses, public comments received, etc.

Director Cottingham expressed concerns about having adequate staff and funding to support an extensive effort to collect and report the boards performance measures. Chair Spanel agreed that there needs to be a rationale for collecting existing data and relating it to an outcome.

DRAFT

Member Willhite suggested duplicating the data outcomes that came from the RCO Outdoor Economic Study, and reporting these metrics on a regular basis. He also advocated for a metric that captures high-level or broad vision data, highlighting the example of data from the economic report describing forests as a carbon sink.

Chair Spanel responded to the population-based approach, sharing examples of users travelling to recreate. This alters revenue sources that cannot be tracked to a population base of the local area. Member Willhite suggested a mix-model approach that draws upon existing data from a number of silos.

Member Mayer stated the need for a measure of the board's success in meeting goals, which goes beyond simple survey response data and grant funding approvals. He explained the need to understand how board activities contribute to actions such as protecting critical habitat, improving recreation, conserving landscapes and species, etc. He suggested using grant data, park use data, SCORP data, and/or existing models to gauge this progress.

Member Deller agreed with Member Mayer's goal of measuring the effectiveness of the board. He expressed sympathy to limited staff resources, but also the need for strong data to support advocacy in the Legislature, among other venues. He acknowledged that the process will be slow, suggesting a simple beginning of reviewing the three main goals and determining if they need to be reframed.

Member Herman responded to the suggestion to reframe goals by suggesting example metrics to track, e.g., proximity to recreation areas, square mileage in trails systems. Data can be sourced from existing members' respective organizations. Member Stohr cautioned the collection or use of limited data variables (e.g., simple acreage metrics). He suggested focusing on data that is representative of a larger sample and can speak to the larger issues across the state. Member Bloomfield explained the need to embed data in a larger framework for context, using partners' data, to reach overarching goals and see impacts of work in the state.

Member Mayer referred to the statute of the board to provide context of how a reframe of the goals/questions, asking that staff return at the February 2016 meeting with recommendations. Existing information can inform how the board achieves reframing their metrics in a meaningful way.

Member Bloomfield agreed the goals are appropriate, but there is room to improve the framing questions. She suggested a longer, more in-depth conversation to focus on these questions. Member Willhite agreed with Member Bloomfield on the goals and framing questions needing revision. He asked for specific suggestion prior to the next meeting, having them ready to discuss and consider adopting at that time. He suggested gathering data or metrics from partners to inform the board's measures.

Director Cottingham suggested bringing in presenters from organizations who are tracking data that is used to advocate for projects and tell local stories. Member Mayer provided examples of how to take agency data, apply it to the decisions made by the board and determine aggregate outcomes. This process, or one similar, will help identify trends and inform policy decisions, without needing to be duplicative with other agency efforts.

Member Deller suggested next steps, by agreeing to the goals, identifying questions or measures that need revision that staff can work on and bring to the next meeting.

Member Willhite asked whether a motion would be appropriate to approve the strategic plan as it stands, on the condition that the statutory partners provide their existing metrics for potential inclusion in their plan's measures. Member Bloomfield suggested adding time for reporting this information in the partner reports, to limit the data shared to board-related measures.

DRAFT

Chair Spanel responded to the board discussion, explaining that the authority of the board is limited in some regard, not only by funding or staff resources, but by statute. Deputy Robinson suggested an iterative process with the grant program criteria that will determine metrics and measures.

Member Stohr suggesting using introductory paragraphs about where related data is already tracked, in part to minimize duplication and in part to inform others of a larger state system. Member Bloomfield and Member Mayer support a bottom-up metric that can demonstrate the board's progress and effectiveness.

Item 13: Communications Plan Update

**Presented out of order*

Susan Zemek, Communications Manager, provided an update of the communication plan activities that have occurred in the first two years of RCO's 5-year communication plan. She presented data that speak to the three main goals of the plan, the strategies that support these goals, supportive data to demonstrate progress over the past two years, and actions for future implementation.

Member Willhite asked about RCO media outreach, including Facebook and other social media requirements. Ms. Zemek explained that social media communications are published as appropriate, but noted that county, city, or other local websites are typically out of date.

Deputy Robinson responded that grant managers work with sponsors to promote ribbon cutting celebrations, which the Director attends when she is available. Member Deller responded to a proposal to participate in public outreach by attending events and representing the board. Member Mayer added that board members could play a more active role as ambassadors across the state.

Member Mayer asked which data are tracked by RCO's metric media references. Ms. Zemek shared that she tracks RCO's news releases and the number of times other entities highlight RCO's work.
Member Mayer asked for clarification on how the board's key messages are shared as compared to the WWRC, and that Ms. Zemek return to provide information on key messages for the board.

Member Bloomfield commended Ms. Zemek for her work in demonstrating trends and tracking progress over time as it relates to the goals of the communication plan.

Deputy Robinson provided information on the issue of the "News Clips" tracked by Ms. Zemek and shared with the board, staff, and the public. He stated that the time spent reading or using this information is significantly inverse to the time it takes to prepare. He proposed an alternate model that formats these news items in a way that minimizes staff time and maximizes use. Staff time would be reduced if the board members were sent the same formatted information that is sent to staff, on a similar frequency. The board appreciated the proposal and generally agreed that staff should move forward.

Break: 10:50 – 11:05 a.m.

Item 15: Recreation and Conservation Planning Next Steps

Ms. Connelly presented information regarding the development of a work plan and budget for a unifying strategy on recreation needs and the next Statewide Comprehensive Outdoor Recreation Plan (SCORP). She explained the components that supported development of the proposed plan, as well as examples that could help the board and agency respond to the National Park Service by December 2017, as required by SCORP: 1) establishment of a planning advisory committee; 2) defining the scope of the unifying strategy; and 3) identifying data needs and how to implement or incorporate supplemental data.

DRAFT

Ms. Connelly described potential report formats, necessary budget expenses and potential sources, and a timeline for implementing this work. The SCORP must be updated every five years. Ms. Connelly requested direction from the board on the proposed workplan and timeline, with the goal of allowing adequate time for the development of the process, review, and approval.

Member Willhite supported the plan as presented and offered to volunteer on the planning committee.

Member Mayer agreed with the proposal for simplistic report design and supplement detail. He expressed appreciation for using examples of other states' models to develop a clear, thorough plan. Also, he believes that it encompasses the best elements of SCORP models and targets what the board would hope to see with this plan. He suggested adding an element to projects that addresses the relationship to the SCORP.

Member Stohr asked about the potential response based on the size of the plan, referring to the "digestible" aspect of sharing information. Ms. Connelly stated that she expects that a simpler document would receive more feedback. She hoped to narrow the board's direction to the plan's appropriateness and included metrics, and whether they felt it was headed in the right direction.

Next steps include completing a project charter and scope of work (mainly for staff), an advisory committee charter, advisory committee recruitment, and ultimately drafting a unifying strategy in a SCORP-like document. The board materials (Item 15) state that April 2016 is the kick-off for the advisory committee, therefore staff will use time during the winter to prepare the charters and work plan. Ms. Connelly is currently working on combining state agency surveys in order to de-duplicate and compile the necessary data. She intends to use other states' SCORP survey questions to design core questions for Washington State; this will allow comparable results over future years.

Item 16: Scoping of Climate Change Policy

Meg O'Leary, Policy Administrator, summarized the results of the climate change criteria scoping effort requested by board members. She provided examples of different approaches taken by other state and federal agencies. The national and local models are often very generalized or high-level, making it difficult to localize at the watershed level. She recommended a tool (outlined in the board materials) that would help with local variables and planning to meet the board-level needs.

Ms. O'Leary requested direction from the board regarding redefining the program statement and goals for incorporating climate change into the board programs, choosing an approach and associated timeline, and how to consider and incorporate public comment. She outlined four scenarios for the board to begin discussing options.

Member Deller supported a hybrid of the RCO staff lead with advisement from supporting entities. Member Willhite advocated for an approach that addresses criteria at the applicant level, where grant applications must identify project elements that will support climate change policies. Member Stohr requested to be involved, whether on a subcommittee or in another supportive capacity.

Member Bloomfield stated that in current criteria, the applicant must identify an associated governing plan and could identify a related climate change model that provides guidance or speaks to adaption outcomes. This would support measuring existing criteria without having to create new criteria for each program. She supported moving forward with the RCO staff lead option.

Ms. Austin added to the discussion by describing a potential sustainability pilot and suggested criteria that would be used. She explained that, in previous efforts, the process started small, with simple

DRAFT

questions, to see how applicants would respond. From this information, staff developed the current criteria.

Member Willhite believed the first three scenarios presented to be beneficial, but likely lacking resources to support them. Director Cottingham suggested modeling the sustainability criteria process by beginning with open-ended questions in a few categories.

Member Herman shared information about the efforts of a committee he served on that looked at climate change risk as it applies to species or project locations. He put this example forth as a way to provide a framework for applicants that drives consideration of climate change and potential connections, not forced outcomes.

The board generally agreed to begin with Critical Habitat to test questions that address climate change, focusing on adaption for the next grant round, similar to how the sustainability questions were piloted and developed. Chair Spanel suggested using the RCO staff lead option, with the support of Members Willhite and Stohr.

Member Bloomfield clarified the discussion of board members, asking that the initial step is to begin with acknowledging that the board is addressing climate change, and next steps include scale and metrics. Chair Spanel and Member Willhite confirmed.

Lunch 12:00 – 1:00 p.m.

Item 17A: Overview of Conversion and Allowable Use Policies

Myra Barker, Compliance Specialist, provided a brief overview of the compliance pathways for conversions and allowable use. She summarized the board's authority and responsibilities for conversions and a summary of the allowable use policies.

Item 17B: Vancouver Water Works Park (RCO #84-9015D)

Ms. Barker presented information about the request from the City of Vancouver regarding the conversion of 7.5 acres at Waterworks Park, as outlined in the board materials.

Board Discussion

Member Mayer asked how the conversion property's placement would affect the adjacent Clark County College facilities. Monica Tubberville, City of Vancouver Park Planner, came forward to respond, addressing questions regarding a day care on the property. Member Willhite asked about the location of Shaffer Park (the replacement property). Ms. Barker responded that the City requested a waiver of retroactivity, a common process in similar cases.

Public Comment

No public comment provided. Monica Tubberville, City of Vancouver Park Planner, submitted a comment form to make herself available for board questions.

Resolution 2015-25
Moved by: Member Jed Herman
Seconded by: Member Ted Willhite
Resolution: APPROVED

DRAFT

Item 17C: Mountlake Terrace Jack Long Park (RCO #68-096A, #68-099D)

Ms. Barker summarized a request from the City of Mountlake Terrace, asking the board to approve the conversion of 0.54 acres at Jack Long Park, as outlined in the board materials.

Board Discussion

Member Mayer asked information about equivalent usefulness, remarking on the steepness of the slope and invasive species. Ms. Barker explained the awkwardness of the current tower location, which is driving the need for a conversion. Member Mayer asked about other impeding elements of the surrounding equipment.

Member Willhite asked about the public involvement in this process and the inspections that have taken place. Ms. Barker explained that the water district deeded the property to the city, and it was also determined that to make use of the place a park could be included. There seem to have been misunderstanding or lack of information about the requirements of the property or how it should be used compliant with the agreement terms. Member Willhite suggested some form of inspection process, perhaps self-inspection to support the process; he referred to the board's performance measures regarding sites not ever inspected. Ms. Barker explained how the agency currently handles inspections and related processes.

Member Deller requested that staff prepare or provide maps that are clearer and easier to discern ground-level images.

Public Comment

No public comment provided at this time. Jeff Betz, City of Mountlake Terrance Recreation and Parks Director, submitted a comment form to make himself available for board questions.

> **Resolution 2015-26**
> **Moved by:** Member Mike Deller
> **Seconded by:** Member Pete Mayer
> **Resolution:** APPROVED

Item 17D: Clark County Lewis River Greenway (RCO #96-074A)

Myra Barker, Compliance Specialist, began by briefly summarizes the board's authorities in the case of conversions. She then summarized a request Clark County, asking the board to approve the conversion of 20 acres within the Lewis River Greenway. She requested board comments and questions, noting that a final decision will come to the board at the February 2016 meeting.

Chair Spanel reminded the board of correspondence received regarding this project.

Public Comment

Patrick Lee, Clark County Program Coordinator, came forth to respond to board questions. Member Mayer asked about the relation to Conservation Futures; Mr. Lee responded that proceeds from sale of Conservation Futures properties are returned to that account.

Mr. Lee shared that the City evaluated replacement property options; challenges exist on some alternatives due to existing structures and Land and Water Conservation Fund requirements.

Member Mayer asked about the parcel acquisition timeline. Mr. Lee shared that the process has taken several decades. Concerns over loss of open spaces within the City led to development of the Greenway. Conservation Futures was developed in tandem with this effort.

DRAFT

Chair Spanel referred to the "Friends of Clark County" regarding the lack of replacement property. Mr. Lee responded that they are still assessing appropriate replacement sites.

Member Willhite thanked Mr. Lee for approaching the board early in the process. Mr. Lee responded that the public process was initiated upfront, with county officials reviewing park uses, board work sessions, and board hearings. Mr. Lee conducted an alternative analysis, similar to the information provided to RCO. He stated that he is seeking guidance on whether to pursue the conversion or not, and if so, begin looking at replacement properties.

Member Mayer asked about the motivation for the conversion. He shared that the issue has been controversial locally. Member Deller asked about board policy that may preclude conditions mentioned by Member Mayer. He expressed support of the conversion, noting the expanded trail system. Once the County determines a replacement property, and willing sellers, the conversion request would be open to public comment then come to the board for decision.

Member Willhite supported the neutrality of the board in this case, until a property is selected and the public comment period completed. He stated that the role of the board includes ensuring that the proper processes are followed. Mr. Lee hopes to receive guidance from public comment that will be solicited, including identification of a potential replacement property. He shared a few alternative parcel options, referring the board to the location map, noting pros and cons.

Item 17E: City of Spokane Riverfront Park Combined Sewer Overflow (RCO #72-040)

Kyle Guzlas, Outdoor Grants Manager, summarized a request from the City of Spokane, asking the board to approve the installation of a CSO located under a parcel that was acquired with project #72-040. Mr. Guzlas explained that the request is currently under consideration of the director, who may choose to move the request to the board for decision. The board is being briefed on this request now because this action, if approved, will result in a temporary recreational closure that exceeds the 180-day maximum limit as defined in policy. A board decision would be necessary to extend the temporary recreational closure beyond the 180-day threshold.

Board Discussion

Member Deller asked about parking options. Mr. Guzlas explained the plans for parking and signage. Member Mayer asked about current and historic parking use. Mr. Guzlas explained that it is primarily public parking use and some city employee parking use; historically, this lot has changed several times and the intended use has not always been clear.

Ms. Barker explained options and staff's role in providing guidance in partial conversions. Chair Spanel commented that the proposal serves project needs, allowing parking for the park and trail system use.

The meeting was adjourned at 2:24 p.m. by Chairwoman Chair Spanel. The next meeting is scheduled for February 9-10, 2016 at the Lacey Community College.

Approved by:

Theodore Willhite, Vice Chair

Date

DRAFT

WASHINGTON STATE
Recreation and Conservation Funding Board

Recreation and Conservation Funding Board Briefing Memo

Item **3**

APPROVED BY RCO DIRECTOR KALEEN COTTINGHAM

Meeting Date: February 9-10, 2016

Title: Director's Report

Summary

This memo is the director's report on key agency activities.

Board Action Requested

This item will be a:

- ☐ Request for Decision
- ☐ Request for Direction
- ☒ Briefing

In this Report:

- Agency update
- Legislative, budget, and policy update
- Grant management report
- Fiscal report
- Performance report

Agency Update

BRAVO Awards

The Recreation and Conservation Office (RCO) recognizes the top scoring projects in each grant category by presenting grant applicants with a framed Bravo Award, usually at public events or city council and county commissioner meetings. This winter, presentations were made to the Wenatchee City Council for its Saddle Rock Gateway and Outdoor Education Area project, the number one project in the Washington Wildlife and Recreation Program's Local Parks Category, and to the Washington Trails Association for its top three ranked projects in the Recreation Trail Program's General Category. The trail award was presented at the WTA's annual volunteer appreciation award dinner in Seattle, an event that draws about 200 people. The director also presented an award to the Bothell City Council for its top scoring project in the Land and Water Conservation Program to buy up to 22 acres to complete the acquisition of the 64-acre urban forest known as the North Creek Forest.

Washington Water Cruiser

RCO staff recently finalized an agreement with Smartmine GeoEngineers to house and maintain the Washington Water Cruiser Application. RCO also met with staff from Fish and Wildlife, Natural Resources, and the State Parks to talk about sharing data that could be entered into the app. The agencies came to an agreement on how this can be done, but further discussion about the workflow needs to happen. Additionally, RCO staff met with the owner of a Web site that provides information to boaters who sail and cruise around Puget Sound. The goal of this meeting was to see if we might be able to work together to combine our products to better serve boaters. Discussions on this front are ongoing.

E-billing Hits Milestone

RCO hit a new milestone with its electronic billing system by completing its 2,000th payment. To be exact, on January 2, RCO completed 2,026 payments using e-billing. Grants and contracts managers took an average of 5.46 days to pay and fiscal took an average of 2.09 days to pay. Another statistic worth note – of these payments, all were made within 30 days.

RCO Reorganizes and Hires New Employees

To accommodate the increased funding from the Legislature, new programs to administer, and staff changes, RCO has reorganized slightly.

- **Changes related to PRISM:** To elevate the importance of PRISM and more closely tie it to grants operations, the PRISM manager was moved from the Information Technology section to report to the deputy director and become part of the Section Management Team. In the spring, RCO will hire an employee to be the PRISM assistant, as well as perform other information technology duties.
- **Grant management changes**: RCO's accessibility specialist will take on some grant management responsibilities in the Recreation and Conservation Grants Section in addition to the accessibility duties.
- **Records management changes**: RCO will centralize its records management into one person, who also will become the agency's public disclosure officer. The board liaison, who previously handled the public disclosure requests, now will assist the agency in upcoming planning processes, such as the Statewide Comprehensive Outdoor Recreation Plan.
- **New Employees:**
  - Recreation and Conservation Section: Two new outdoor grants managers were hired in the Recreation and Conservation Section. RCO welcomed Scott Thomas, a former planner and park director with more than 15 years of experience in communities like Burien and Covington in King County, and Alison Greene, who was an associate planner for West Richland and former employee of the Blue Mountain Land Trust and the PCC Farmland Trust.
  - Policy Section: RCO's policy section hired Brent Hedden as the performance and policy analyst. Brent returns to RCO from the Department of Social and Health Services, where he was a senior financial coordinator; he previously worked for RCO as a fiscal analyst.
  - Fiscal Section: RCO's fiscal section welcomed Sandy Scott as a fiscal analyst. She worked previously at the Department of Transportation doing accounts payable.
  - IT Section: Joshua Geforos joined the Information Technology team as a technical support intern. His past experiences include security, safety, and emergency medical services, and the U.S. Air Force.

Meetings with Partners

- **Centennial Accord**: This fall, the RCO director and staff attended the 26th Annual Centennial Accord, hosted by the Squaxin Island Tribe. The purpose of the meeting was to bring together Washington State tribes with the Governor and his Cabinet to discuss issues of mutual concern and strengthen government-to-government relationships.
- **Boaters:** In November, the RCO director made a presentation at a Bellevue yacht club to the Recreational Boating Association of Washington about boating grants, the economic analysis of the value of outdoor recreation, the Governor's Blue Ribbon Task Force on Parks and Outdoor Recreation, and recently completed boating projects. In December, the RCO director joined a conference call with representatives from statewide boating groups including the Recreational Boating Association of Washington, Northwest Marine Trade Association, and the Washington Sea

Grant program. The group discussed RCO's upcoming legislative priorities and recent board decisions that included allowing multi-site water trails projects in three grant programs and releasing for public comment a host of proposed changes to the Boating Facilities and Boating Infrastructure grant programs.

Kyle Guzlas and Rory Calhoun made a presentation on the board's grant programs at a Boating Facility Grants Workshop on December 9. The workshop, hosted by Washington Sea Grant was designed to help facility managers learn how to access state and federal grants for infrastructure and maintenance. More than 50 attended RCO's workshop session, held in Bellingham.

- **Washington Wildlife and Recreation Coalition**: RCO's policy director attended the coalition's December board meeting to discuss the review of the Washington Wildlife and Recreation Program.
- **Washington Recreation and Parks Association**: During our quarterly meeting with WRPA, the RCO director discussed the review of the Washington Wildlife and Recreation Program, the Youth Athletic Facilities grant awards, proposed changes to some grant programs and the 2016 grant schedule, the board's upcoming statewide recreation planning efforts, and RCO's intent to request spending authority for the increased revenue in the state's Recreation Resource Account and the Nonhighway and Off-road Vehicle Activities account.

Update on Sister Boards

Salmon Recovery Funding Board (SRFB)

In December, the SRFB awarded $44 million in salmon recovery grants to organizations in 28 counties for 141 projects. The SRFB also heard updates on the salmon recovery network communication strategy and Washington Administrative Code changes, discussed its strategic plan, biennial work plan, and large capital projects proposed for the 2017-19 Biennium. The next meeting is March 16-17, 2016.

Washington Invasive Species Council

In December, the council sent its annual report to the Legislature, noting that 2015 was a very productive year. The council secured federal funding for invasive species management, provided invasive species education to more than 3,000 members of the public, made critical updates to the WA Invasives smartphone application, coordinated a process to find long-term funding for aquatic invasive species management, began a study on the economic impacts of invasive species in Washington State, updated its strategic plan, and prepared for council reauthorization in the 2016 Legislative Session.

Governor's Salmon Recovery Office (GSRO)

Staff are updating a *Reference Guide to Salmon Recovery*, which explains how salmon recovery works in Washington and gives decision-makers and others an overview of how all the players and processes fit together. Staff also have been working with contractors to negotiate a scope of work for monitoring projects in the coming year.

Legislative, Budget, and Policy Update

2016 Legislative Session

RCO has three agency-request bills this session, as well as a supplemental budget request. All three of our request bills have been introduced and have been heard in the various policy committees.

HB 2331/SB 6162 Extending the expiration date of the Washington Invasive Species Council. This bill was heard in the Senate Natural Resources and Parks and House Agriculture and Natural Resources Committee in week one. There were many agencies and organizations signed in and testifying in support of the bill. There was no one in opposition. The bill has been passed out of the House Agriculture and Natural Resources Committee and has been referred to the Rules Committee.

HB 2509/SB 6227 Implementing the recommendations of the WWRP review. On Wednesday, January 13 in the Senate Natural Resources and Parks Committee, RCO Director Cottingham presented a work session on the Washington Wildlife and Recreation Program (WWRP) review. Committee members were engaged and asked several questions about the program. There was a hearing on the bill in the Senate the following week and one to follow in the House Capital Budget Committee on January 26.

HB 2493/SB 6296 Extending the expiration date of the Habitat and Recreation Lands Coordinating Group. The bill to extend the Lands Group has been heard in both the House and Senate on January 20. It has been scheduled for executive session in both the House and Senate.

Supplemental Budget Request

RCO's request to increase spending authority in the Boating Facilities Program (BFP) and Nonhighway and Off-road Vehicle Activities (NOVA) program was included in the Governor's budget. The increased funds coming into these two programs resulted from an increase in the gas tax last session. In the Governor's budget, our spending authority is increased by $4.85 in BFP and $2.5 in NOVA. Should RCO receive the increased authority, we will use the existing lists to fund alternate projects.

Grant Management Report

2016 Grant Application Webinar

RCO will hold an application webinar on February 17, 2016 to introduce and provide information about the 2016 grants cycle for recreation, conservation, and farmland preservation projects. The webinar will include general information about the application process, grant programs, eligible projects, application due dates, and important procedural and policy changes for 2016.

Applications for the following programs are due May 2, 2016.

- Aquatic Lands Enhancement Account
- Boating Infrastructure Grants
- Land and Water Conservation Fund[1]
- Washington Wildlife and Recreation Program[1]
- Youth Athletic Facilities Program

[1] Applicants must establish planning eligibility (see Manual 2) for this grant program. The deadline is March 1, 2016.

To address some of the concerns expressed in the 2014 applicant surveys, staff changed the application due date for the Boating Facilities[1], Firearms and Archery Range Recreation, Nonhighway and Off-road Vehicle Activities[1], and Recreational Trails programs from July 1 to November 1. This new deadline is designed to address the needs of applicants who are often called to fight fires during the late summer or early fall and it will shorten the timeframe between the application deadline and when funds become available.

Individuals may register online for the application webinar. PRISM Online will open by March 1 for the applications due in May and August 1 for the applications due in November.

Recreation Trails Program Continues

On December 4, President Obama signed into law a reauthorization of the federal surface transportation program that continues to fund the Recreational Trails Program (RTP). The law, Fixing America's Surface Transportation Act (FAST), which authorizes RTP in years 2016-2020, guarantees an annual $85 million of RTP funding to the states, a slight increase over Fiscal Year 2015 levels. That means RTP funding for Washington State should remain at or above current levels through 2017, with a slight increase in funding to offset inflation beginning in 2018.

Trails Advisory Committee Meetings

During November and December, Darrell Jennings and Adam Cole met with the advisory committees for the Washington Wildlife and Recreation Program - Trails category, the Recreational Trails Program (RTP), and the Nonhighway and Off-road Vehicle Activities (NOVA) program. The meetings were to seek advisory committee feedback and direction for proposed policy and process changes and to meet the annual meeting requirements for RTP and NOVA. Staff plans to brief the board on recommended changes for the trail programs in April.

Annual Retreat

In consideration of several staffing changes, the Recreation and Conservation Section held a one-day retreat on December 7. The retreat was designed to help integrate the new team members and to focus on planning for the 2016 grants cycle. Grant managers along with the accessibility and planning specialists focused attention on successes from the previous cycle and proposed improvements for this year. Key tasks included making assignments for updating RCO's online resources for applicants, completing the detailed grant schedule, and finalizing revisions to territory assignments. The new map with contact information for grant manager assignments is posted on our Website.

Project Administration

Staff administer outdoor recreation and habitat conservation projects as summarized in the table below. "Active" projects are under agreement and are in the implementation phase. "Director Approved" projects includes grant awards made by the RCO director after receiving board-delegated authority to award grants. Staff are working with sponsors to secure the materials needed to place the Director Approved and Board Funded projects under agreement.

Program	Active Projects	Board Funded Projects	Director Approved Projects	Total Funded Projects
Aquatic Lands Enhancement Account (ALEA)	19	0	3	22
Boating Facilities Program (BFP)	30	0	2	32
Boating Infrastructure Grant Program (BIG)	5	0	0	5
Firearms and Archery Range Recreation (FARR)	8	0	4	12
Land and Water Conservation Fund (LWCF)	3	0	3	6
Marine Shoreline Protection (MSP)	3	0	0	3
Nonhighway and Off-Road Vehicle Activities (NOVA)	138	0	10	148
Recreation and Conservation Office Recreation Grants (RRG)	33	0	20	53
Recreational Trails Program (RTP)	60	0	3	63
Washington Wildlife and Recreation Program (WWRP)	145	0	13	158
Youth Athletic Facilities (YAF)	6	25	0	31
Total	450	25	58	533

Fiscal Report

The following financial reports reflect Recreation and Conservation Funding Board activities as of October 28, 2015. You will see:

- The budget status of board activities by program.
- The budget status of the entire agency by board.
- Revenue collections. We are on track to meet our projections.
- A Washington Wildlife Recreation Program (WWRP) summary and history of committed and expenditures. Since 1990, $660 million have been spent in WWRP.

Recreation and Conservation Funding Board Activities by Program

For July 1, 2015-June 30, 2017, actuals through December 28, 2015 (Fiscal Month 6). Percentage of biennium reported: 25 percent

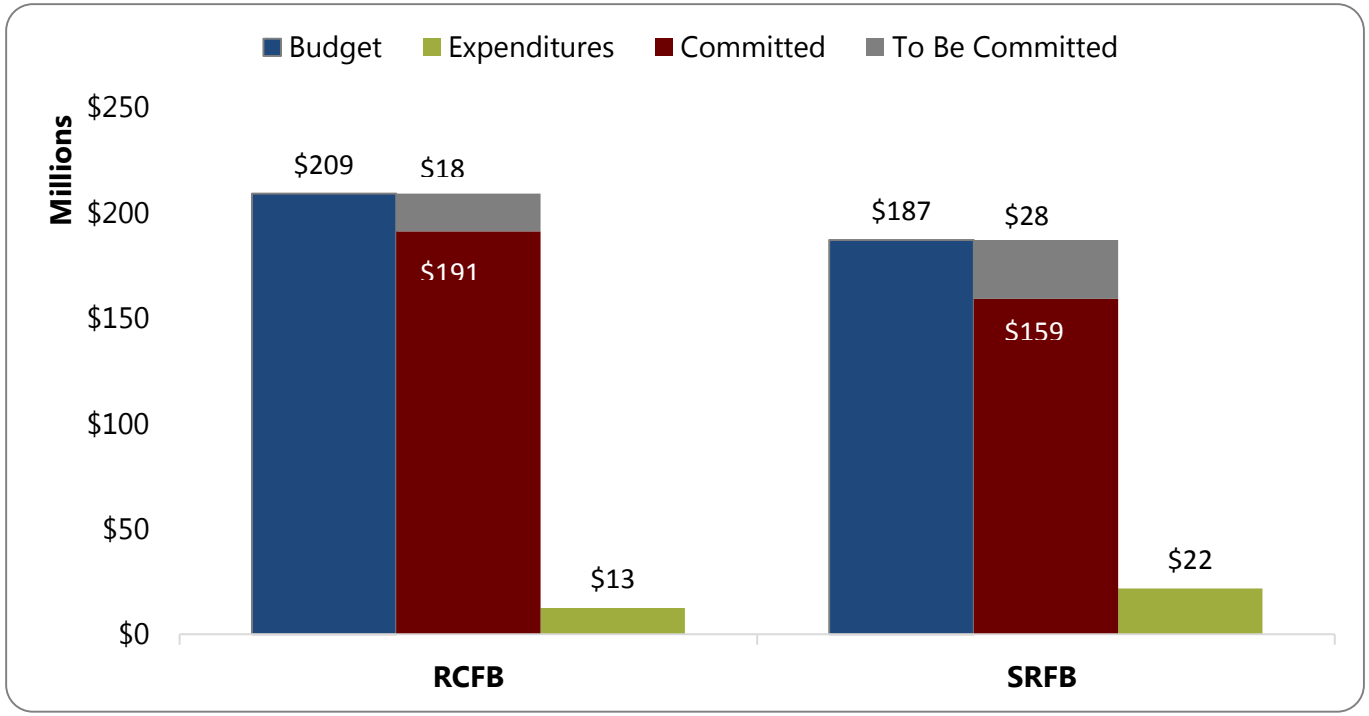
	BUDGET	COMMITTED		TO BE COMMITTED		EXPENDITURES	
Grant Program	**New and Re-appropriation 2015-2017**	**Dollars**	**% of Budget**	**Dollars**	**% of Budget**	**Dollars**	**% Expended of Committed**
Washington Wildlife and Recreation Program (WWRP)							
Re-appropriations	$53,862,000	$46,296,133	86%	$7,565,867	14%	$4,788,066	9%
New 15-17 Funds	$52,884,111	$51,873,411	98%	$1,010,700	2%	$603,733	1%
RCO Recreation Grants (RRG)							
New 15-17 Funds	$36,860,160	31523964	86%	$5,336,196	14%	$1,408,622	4%
Boating Facilities Program (BFP)							
Re-appropriations	$4,898,000	$4,681,419	96%	$216,581	4%	$1,165,982	24%
New 15-17 Funds	$9,360,000	$9,360,000	100%	$0	0%	$34,439	0%
Nonhighway and Off-Road Vehicle (NOVA)							
Re-appropriations	$4,112,507	$4,0563,086	99%	$56,402	1%	$698,809	17%
New 15-17 Funds	$8,677,201	$8,677,201	100%	$0	0%	$0	0%
Land and Water Conservation Fund (LWCF)							
Re-appropriations	$1,203,093	$1,203,093	100%	$0	0%	$78,352	7%
New 15-17 Funds	$265,650	$265,650	100%	$0	0%	$0	0%
Aquatic Lands Enhancement Account (ALEA)							
Re-appropriations	$4,745,000	$4,533,014	96%	$211,986	4%	$202,601	4%
New 15-17 Funds	$5,269,000	$5,268,923	100%	$77	0%	$963,259	18%
Recreational Trails Program (RTP)							
Re-appropriations	$2,414,168	$2,383,179	99%	$30,990	1%	$327,333	14%
New 15-17 Funds	$1,790,470	$1,790,470	100%	$0	0%	$48,107	3%
Youth Athletic Facilities (YAF)							
Re-appropriations	$1,942,000	$1,904,7916	98%	$37,209	2%	$475,102	24%
New 15-17 Funds	$9,700,000	$6,790,000	70%	$2,910,000	30%	$0	0%
Firearms and Archery Range Recreation (FARR)							
Re-appropriations	$315,000	$315,000	100%	$0	0%	$84,848	27%
New 15-17 Funds	$580,000	$496,280	86%	$83,720	14.4%	$11,526	2%
Boating Infrastructure Grants (BIG) 0.25"							
Re-appropriations	$239,708	$239,708	100%	$0	0%	$70,668	29%
New 15-17 Funds	$1,317,121	$1,317,121	100%	$0	0%	$0	0%
Marine Shoreline Protection (MSP)							
New 15-17 Funds	$1,200,000	$720,000	60%	$480,000	40%	$47,615	4%
Subtotal Grant Programs	**$201,635,189**	**$183,695,443**	**91%**	**$17,939,746**	**9%**	**$11,009,062**	**5%**
Administration							
General Operating Funds	$7,464,926	$7,464,926	100%	$0	0%	$1,551,197	21%
Grant / Administration Total	**$209,100,115**	**$191,1604,369**	**91%**	**$17,939,746**	**9%**	**$12,560,259**	**6%**

Note: The budget column shows the state appropriations and any received federal awards.

2015-17 Capital and Operating Budget Status for the Recreation and Conservation Office

For July 1, 2015 - June 30, 2017, actuals through December 31, 2015 (Fiscal Month 6). Percentage of biennium reported: 25 percent

Board or Program	New	Re-appropriation	BUDGET	COMMITTED		TO BE COMMITTED		EXPENDITURES	
			New and Re-appropriation 2015-2017	Dollars	% of Budget	Dollars	% of Budget	Dollars	% Expended of Committed
Recreation and Conservation Grants	$134,168,639	$74,931,476	$209,100,115	$191,160,369	91%	$17,939,746	9%	$12,560,260	7%
Salmon Recovery Grants	$95,779,423	$91,371,278	$187,150,701	$159,243,637	85%	$27,907,065	15%	$21,683,808	14%
Governor's Salmon Recovery Office	$1,145,777	$0	$1,145,777	$1,145,777	100%	$0	0%	$117,887	16%
Invasive Species Council	$203,290	$0	$203,290	$203,290	100%	$0	0%	$42,377	21%
Total	**$236,297,129**	**$160,302,754**	**$396,599,883**	**$351,753,073**	**88%**	**$45,846,811**	**12%**	**$34,464,332**	**10%**



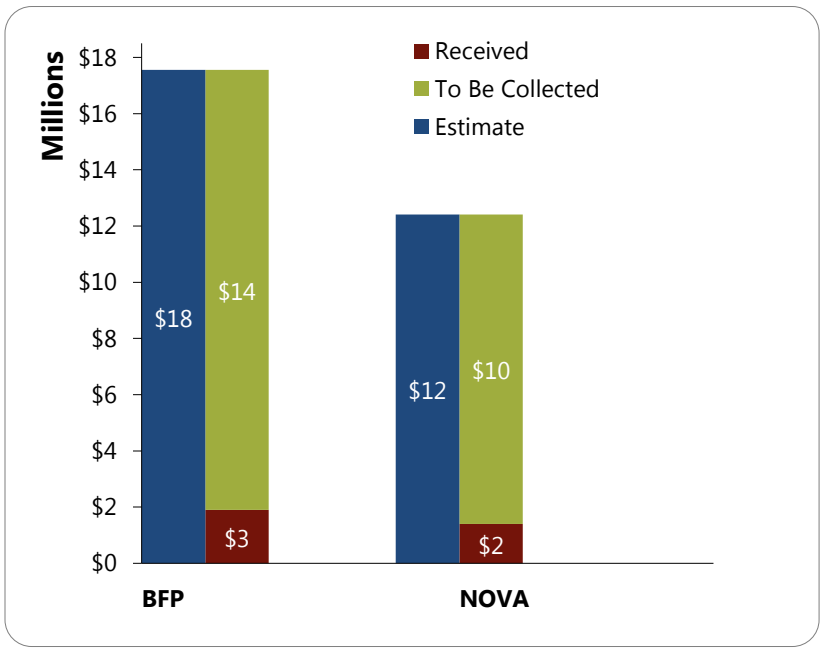
Recreation and Conservation Funding Board Revenue Report

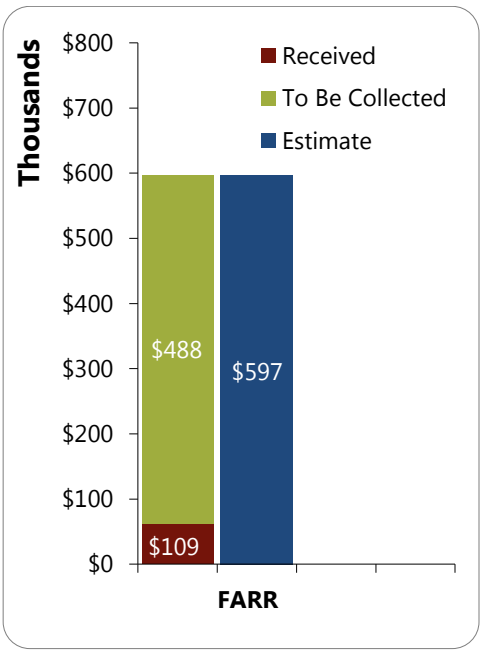
For July 1, 2015 - June 30, 2017, actuals through November 30, 2015 (Fiscal Month 5). Percentage of Biennium Reported: 20.8 percent

Revenue	BIENNIAL FORECAST	COLLECTIONS	
	Estimate	Actual	% of Estimate
Boating Facilities Program (BFP)	$17,651,895	$3,298,506	18.7%
Nonhighway and Off-Road Vehicle Program (NOVA)	$12,447,815	$2,370,973	19.0%
Firearms and Archery Range Rec Program (FARR)	$597,086	$109,422	18.3%
Total	**$30,696,796**	**$5,778,901**	**18.8%**

Revenue Notes:

- BFP revenue is from un-refunded marine gasoline taxes.
- NOVA revenue is from the motor vehicle gasoline tax paid by users of off-road vehicles and nonhighway roads and from the amount paid for by off-road vehicle use permits.
- FARR revenue is from $3 of each concealed pistol license fee.
- This reflects the most recent revenue forecast of November 2015. The next forecast is due in March 201.6





Washington Wildlife Recreation Program (WWRP) Biennial Appropriations Summary

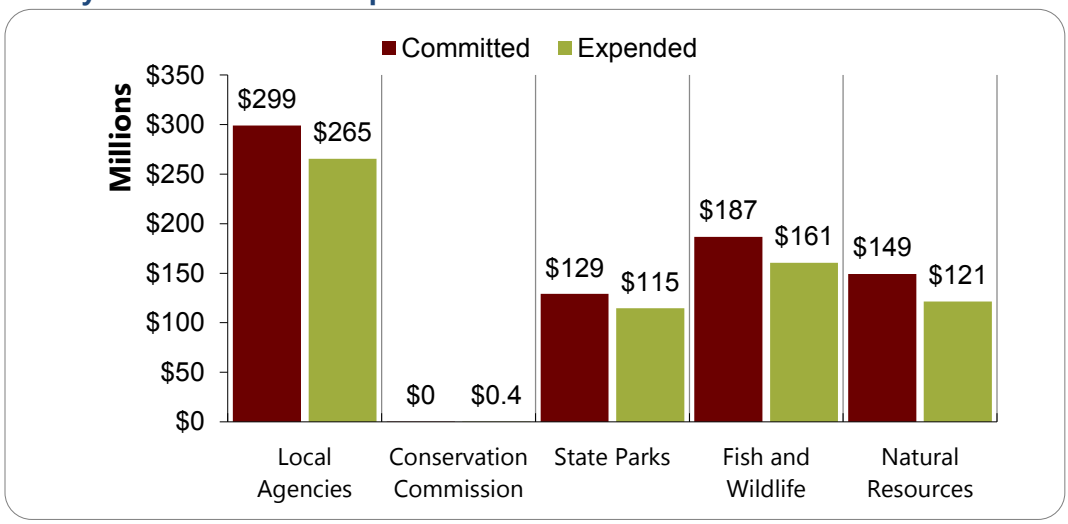
Biennium	Appropriation
89-91 Biennium	$53,000,000
91-93 Biennium	$61,150,000
93-95 Biennium	$65,000,000
95-97 Biennium[1]	$43,760,000
97-99 Biennium	$45,000,000
99-01 Biennium	$48,000,000
01-03 Biennium	$45,000,000
03-05 Biennium	$45,000,000
05-07 Biennium[2]	$48,500,000
07-09 Biennium[3]	$95,491,955
09-11 Biennium[4]	$67,344,750
11-13 Biennium[5]	$40,740,000
13-15 Biennium[6]	$63,050,000
15-17 Biennium[7]	$52,884,111
Total	**$773,920,816**

Notes
[1]Original appropriation was $45 million.
[2]Entire appropriation was $50 million; 3 percent ($1.5 million) went to administration.
[3]Entire appropriation was $100 million; 3 percent ($3 million) went to administration, $981,000 was removed by 2010 Supplemental Capital Budget, and $527,045 was removed by the 2011 Supplemental Capital Budget.
[4]Entire appropriation was $70 million; 3 percent ($2.1 million) went to administration, $555,250 was removed by the 2011 Supplemental Capital Budget.
[5]Entire appropriation was $42 million; 3 percent ($1.26 million) went to administration.
[6]Entire appropriation was $65 million; 3 percent ($1.95 million) went to administration.
[7]Entire appropriation was $55.323 million; 4.3 percent ($2.4 million) went to administration, $60,000 went to the WWRP study.

WWRP Expenditure Rate, by Agency or Organization

Agency	Committed	Expenditures	% Expended
Local Agencies	$299,142,812	$265,461,613	89%
Conservation Commission	$378,559	$378,559	100%
State Parks	$129,108,317	$114,689,581	89%
Fish and Wildlife	$186,695,921	$160,541,039	86%
Natural Resources	$149,283,626	$121,393,067	81%
Riparian Habitat Administration	$185,046	$185,046	100%
Land Inventory	$549,965	$549,965	100%
Total	**$765,344,246**	**$663,198,870**	**87%**

History of Committed and Expended WWRP Grants



Performance Measures for Fiscal Year 2016

The following performance data are for recreation and conservation projects in fiscal year 2016 (July 1, 2015 – June 30, 2016). Data are current as of January 11, 2016.

Recreation and Conservation Funding Board Performance Measures

Measure	Target	Fiscal Year-to-Date	Status	Notes
Percent of Projects Issued Agreement within 120 Days of Board Funding	85-95%	**75%**	🟡	216 projects were set to come under agreement this fiscal year. Of those, 161 agreements were issued on time.
Percent of Projects Under Agreement within 180 Days of Board Funding	95%	**84%**	🟡	209 projects were set to come under agreement this fiscal year. Of those, 175 agreements were issued on time.
Percent of Progress Reports Responded to On Time	65-75%	**87%**	🟢	152 progress reports were due so far this fiscal year. Of these, 132 were responded to within 15 days or less.
Percent of Bills Paid within 30 days	100%	**100%**	🟢	107 bills were due this fiscal year, and staff paid all within 30 days.
Percent of Projects Closed on Time	60-70%	**56%**	🟡	There were 39 recreation and conservation projects due to close and 22 closed on time.
Number of Projects in Project Backlog	0	**15**	🟡	Staff continues to work with sponsors to get the proper documentation to close backlog projects.
Number of Compliance Inspections (by Worksite)	No target set	**100**	*N/A*	Staff revised the performance query for this measure to count inspections by worksite.
Percent of Project Sponsors Submitting Annual Bill	100%	**52%**	🟡	Of the 29 active recreation and conservation projects required to submit a bill this FY, 15 have done so. The remaining sponsors have until June 30, 2016 to submit a bill.

WASHINGTON STATE
Recreation and Conservation
Funding Board

February 9-10, 2016

For Agenda Item 4, no formal memo is included as part of the board materials.

Item 4: State Agency Partner Reports

- Department of Natural Resources *Jed Herman*
- State Parks and Recreation Commission *Peter Herzog*
- Department of Fish and Wildlife *Joe Stohr*

WASHINGTON STATE
Recreation and Conservation Funding Board

Recreation and Conservation Funding Board Briefing Memo

Item **5**

APPROVED BY RCO DIRECTOR KALEEN COTTINGHAM

Meeting Date: February 9-10, 2016

Title: Washington Administrative Code (WAC) Updates

Prepared By: Leslie Connelly, Natural Resource Policy Specialist

Summary

This memo summarizes proposed amendments to Title 286 of the Washington Administrative Code (WAC). Staff requests direction on whether to proceed with preparing these amendments for formal public comment and adoption by the Recreation and Conservation Funding Board (board). This memo also revisits the discussion about "project area" from the April 2015 board meeting so that staff can move forward with drafting additional WAC amendments related to project compliance.

Board Action Requested

This item will be a:

- ☐ Request for Decision
- ☒ Request for Direction
- ☐ Briefing

Background

The Recreation and Conservation Funding Board's (board) administrative rules are in Title 286 of the Washington Administrative Code (WAC). The most recent amendments to the WAC occurred in June 2015 when the board amended Chapter 286-04 WAC General, effective August 13, 2015.

The WAC adopted in June 2015 accomplished part of the rule-making changes identified at the board's April 2015 meeting. See Item 7 from the April meeting materials for more background information. Staff continues to work on the remaining WAC amendments listed below in Table 1.

Table 1. Potential WAC Amendments in 2016

WAC Chapter	Purpose of rule being developed or amended
Chapters 286-04 General and 286-13 General grant assistance rules	1) Combine and revise WAC 286-13-020 (Applications), WAC 286-13-030 (Application review), and WAC 286-04-065 (Project evaluations) into one section in WAC 286-13. 2) Combine and revise WAC 286-13-080 (What rules govern expenses incurred before execution of a project agreement?) and 286-13-085 (Retroactive, pre-agreement, and increased costs into one section.) 3) Revise WAC 286-13-040 (What are the grant program deadlines and how can the deadlines be waived?) 4) Revise WAC 286-13-050 (Funding decision.)

WAC Chapter	Purpose of rule being developed or amended
	5) Minor edits to WAC 286-13-060 (Project agreement), WAC 286-13-070 (Disbursement of funds), WAC 286-13-090 (Federal assistance), and WAC 286-13-100 (Nonconformance and repayment.) 6) Repeal WAC 286-13-090 (Federal assistance) and WAC 286-13-120 (Permanent project signs.) 7) Add new sections on grant compliance, planning requirements for grant eligibility, and grant matching requirements.
Chapter 286-26 Nonhighway road and off-road vehicle funds.	Repeal chapter and move the rules into WAC 286-13 (General grant assistance rules.)
Chapter 286-27 Washington Wildlife and Recreation Program	Repeal chapter and move the rules into WAC 286-13 (General grant assistance rules.)
Chapter 286-35 WAC Boating facilities program.	Repeal chapter and move the rules into WAC 286-13 (General grant assistance rules.)
Chapter 286-40 WAC Land and Water Conservation Fund	Repeal chapter and move the rules into WAC 286-13 (General grant assistance rules.)
Chapter 286-42 WAC Aquatic Lands Enhancement Account Program	Repeal chapter and move the rules into WAC 286-13 (General grant assistance rules.)

Draft Amendments for Review

Since June 2015, staff drafted amendments for nine sections of the WAC. A list of the sections and a brief explanation of the amendments is in Table 2. The complete text in underline and strikethrough format is in Attachment A.

Table 2. Summary of draft amendments for the board's review

WAC	Subject	Summary of Proposed Changes
286-04-065	Project evaluations	• Repeal section and move contents to WAC 286-13-020.
286-13-010	What is the purpose of this chapter?	• Change title to "Scope of Chapter". • Add subsection authorizing the director to apply the rules in Chapter 286-13 to projects not approved by the board. • Minor edits.
286-13-020	Application requirements	• Change title to "Application requirements and the evaluation process". • Incorporate content from WAC 286-04-065 Project evaluations. • Incorporate contact from WAC 286-13-030 Application review.
286-13-030	Application review	• Repeal section and move contents to WAC 286-13-020.

WAC	Subject	Summary of Proposed Changes
286-13-040	What are the grant program deadlines and how can the deadlines be waived?	• Change the title to "Grant program deadlines". • Change waiving the deadlines to extending the deadlines.
286-13-050	Funding decision	• Change title to "Final decision". • Expand scope to include all board decisions, not just funding decisions. • Minor edits.
286-13-080	What rules govern expenses incurred before execution of a project agreement?	• Repeal section and include content in WAC 286-13-085.
286-13-085	Retroactive, pre-agreement, and increased costs.	• Include content from WAC 286-13-080. • Revise when the director may approve a cost increase. • Minor edits.
286-13-100	Nonconformance and repayments	• Add reference to the project agreement as a source for identifying conflicts with any project cost.

Definition of Project Area

In April 2015, staff briefed the board about the concept of a "project area" related to a funded project. Staff requested direction from the board about how to define "project area" and presented some conceptual examples. The board asked staff to bring this topic back to another board meeting and provide specific examples of "project area." See Item 7 from the April board meeting materials for more background information.

"Project area" is a term used in state law, WAC, and board policy. Understanding the term "project area" is fundamental to how RCO administers grants on behalf of the board. It affects where on the land staff applies the board's policies. There needs to be a common understanding for RCO and the project sponsor on what is the "project area" that is subject to the project agreement.

At the February 2016 meeting, staff will present specific project examples for the board to consider. Examples will include a development project, restoration project, and acquisition project.

Board Direction

Staff seeks board direction on the three items presented in this memo. Specifically, staff requests the board:

1) Provide input on the draft amendments to the WAC presented in Attachment A;
2) Determine whether to proceed with preparing the WAC amendments for formal public comment and board adoption; and
3) Provide direction on the definition of "project area."

Strategic Plan Link

The proposed WAC changes reflect the opportunity to make policy improvements that support the board's goal to achieve a high level of accountability in managing the resources and responsibilities entrusted to the board.

Next Steps

Based on board direction, staff is ready to move forward with preparing the WAC amendments in Attachment A for formal public comment and coordinating a public hearing at the April 2016 board meeting. Also at that meeting, the board would consider whether to adopt the proposed amendments based on the public comments received.

Staff would also continue to prepare draft amendments for the remaining sections of the WAC listed in Table 1, including adding a definition for "project area".

Attachments

A. Draft Washington Administrative Code (WAC) Amendments for Review

Draft Washington Administrative Code (WAC) Amendments for Review

~~**WAC 286-04-065 Project evaluations.** It is the policy of the board to use an open, public, competitive selection process to guide it in allocating funds to grant applicants. In this regard, the director shall use priority rating systems in preparing funding recommendations for board consideration. These systems shall:~~

~~(1) Be developed, to a reasonable extent, through the participation of interested parties and specialists;~~

~~(2) Consider applicant, local, regional, and statewide needs, a project's technical merits, and other evaluation criteria;~~

~~(3) Be adopted by the board in advertised open public meetings;~~

~~(4) Be made available in published form to interested parties;~~

~~(5) Be designed for use by a team of evaluators selected for this purpose on behalf of the board; and~~

~~(6) Be in accord with statutes.~~

WAC 286-13-010 ~~**What is the purpose of this chapter?**~~ **Scope of chapter** (1) This chapter contains general rules ~~affecting~~ for grant program eligibility, applications, and projects funded with money from or through the board.

(2) Further rules are in chapter 286-26 WAC (Nonhighway and off-road vehicle activities program), chapter 286-27 WAC (Washington wildlife and recreation program), chapter 286-30 WAC (Firearms and

archery range recreation program), chapter 286-35 WAC (Initiative 215 boating facilities program), chapter 286-40 WAC (Land and water conservation fund program) and chapter 286-42 WAC (Aquatic lands enhancement account program).

(3) The director may apply the rules in this chapter to programs administered by the office that are not subject to the board's approval.

WAC 286-13-020 Application Requirements and the Evaluation Process. (1) The board shall adopt a technical review and competitive evaluation process to guide it in allocating funds to grant applicants. The board's technical review and evaluation process for applications and project lists shall:

(a) Be developed, to a reasonable extent, through the participation of interested parties and specialists;

(b) Consider applicant, local, regional, and statewide needs, a project's technical merits, and other evaluation criteria;

(c) Be adopted by the board in open public meetings;

(d) Be made available in published form to interested parties;

(e) Be designed for use by an advisory committee selected for this purpose; and

(f) Be in accord with RCW 46.09, 79A.15, 79A.25, and 79A.35 and other applicable statutes.

(2) The office shall administer the technical review and evaluation process adopted by the board and prepare funding options or recommendations for the director to present for the board's consideration.

(~~1~~3) The office shall inform all applicants of the application requirements and the technical review and evaluation process. All grant requests must be completed and submitted to the office in the format prescribed by the director.

~~(2)~~ If the director determines that the applicant is eligible to apply for federal funds administered by the board, the applicant must execute the forms necessary for that purpose.

(4) All applications submitted to the office that meet the application requirements will be referred to the advisory committee for evaluation.

(5) The results of the evaluation of applications from the advisory committee shall be referred to the director. The director shall use the results of the evaluation process to make funding recommendations to the board.

~~**WAC 286-13-030 Application review.** (1) All applications for funding submitted to the office will be referred to the director for review and recommendations. In reaching a recommendation, the director shall seek the advice and counsel of the office's staff and other recognized experts, including those gathered at technical review and evaluation meetings or from other parties with experience in the field.~~

~~(2) The office shall inform all applicants of the specific project application process and methods of review, including current evaluation tests and instruments, by delineating these items in the manuals or other publicly available formats.~~

WAC 286-13-040 ~~What are the grant program deadlines and how can the deadlines be waived?~~ Grant Program Deadlines. ~~(1) Compliance with the following deadlines is required to be eligible for grant funding and to receive grant funding.~~

(~~a~~1) Applications must be submitted at least four calendar months before the meeting of the board at which the applicant's project is first considered. Applications must be completed in final form and on file with the office at least one calendar month before the meeting of the board at which the applicant's project is first considered. Excepted are applications for programs where the director specifically establishes another deadline to accomplish new or revised statutory direction, board direction, or to meet a federal grant application deadline.

(~~b~~2) Plans required for participation in board grant programs must be complete and on file with the office at least three calendar months before the meeting of the board at which the applicant's project is first considered. On the director's acceptance of the plan, the applicant shall be granted eligibility to submit applications for a period of up to six years.

(~~c~~3) To develop the director's funding recommendations, written assurance must be provided whenever matching resources are to be considered as a part of an application. This assurance must be provided by the applicant to the office at least one calendar month before the meeting of the board at which the project is to be considered for funding.

(~~d~~4) To prepare a project agreement, certain documents or materials in addition to the application may be required by the office. These documents or materials must be provided by the applicant to the office at least two calendar months after the date the board or director approves funding for the project or

earlier to meet a federal grant program requirement. After this period, the board or director may rescind the offer of grant funds and reallocate the grant funds to another project(s).

(~~e~~5) An applicant has three calendar months from the date the office sends the project agreement to sign and return the agreement to the office. After this period, the board or director may reject any agreement not signed and returned and reallocate the grant funds to another project(s).

(~~2~~6) Compliance with the deadlines is required unless ~~a waiver is granted~~ an extension is approved by the board or director. Such ~~waivers~~ extensions are considered based on several factors which may vary with the type of ~~waiver~~ extension requested, including any one or more of the following:

(a) Current status and progress made to meet the deadline;

(b) The reason the established deadline could not be met;

(c) When the deadline will be met;

(d) Impact on the board's evaluation process;

(e) Equity to other applicants; and

(f) Such other information as may be relevant.

WAC 286-13-050 ~~Funding decision~~ Final Decision.

(1)The board ~~will~~ shall review recommendations from the director for grant projects at regularly scheduled open public meetings.

(2) The board retains the authority and responsibility to accept or deviate from ~~these~~ the director's recommendations and make the final decision concerning the funding of an application or a change to a funded project. Unless otherwise required by law, the board's decision is the final decision.

~~**WAC 286-13-080 What rules govern expenses incurred before execution of a project agreement?** Unless otherwise provided in this chapter, the office shall not approve the disbursement of funds for costs incurred before execution of a project agreement.~~

WAC 286-13-085 Retroactive, pre-agreement, and increased costs.

(1) The office shall not approve the disbursement of funds for costs incurred before execution of a project agreement.

(2) The office will only reimburse costs that occur within the period of performance in the project agreement.

(~~2~~3) The director may grant a waiver of retroactivity for acquiring real property whenever an applicant asserts, in writing, the justification for the critical need to purchase the property in advance of the project agreement along with any documentation required by the director. When evidence warrants, the director may grant the applicant permission to proceed by issuing a written waiver. This waiver of retroactivity will not be construed as approval of the proposed project. If the project is subsequently approved, however, the costs incurred will be eligible for grant funding. If the project is to remain eligible for funding from federal funds, the director shall not authorize a waiver of retroactivity to the applicant until the federal agency administering the federal funds has issued its own waiver of retroactivity as provided under its rules and regulations. A waiver may be issued for more than one grant program.

(~~3~~4) The only retroactive acquisition, development, and restoration costs eligible for grant funding are pre-agreement costs as defined by the board.

(~~4~~5) Cost increases for approved projects may be granted by the board or director if financial resources are available.

(a) Each cost increase request will be considered on its merits and the board's grant program policies.

(b) The director may approve a cost increase ~~request so long as the cost increase amount does not exceed ten percent of the project's approved initial grant funding amount~~ with authority delegated by the board. The director's approval of an acquisition project cost increase is limited to a parcel-by-parcel appraised and reviewed value.

WAC 286-13-100 Nonconformance and repayment. Any project cost deemed by the board or director to conflict with applicable statutes, rules and/or related manuals, or the project agreement, must be repaid, upon written request by the director, to the appropriate state account per the terms of the project agreement. Such repayment requests may be made in consideration of an applicable report from the state auditor's office.

WASHINGTON STATE
Recreation and Conservation Funding Board

Recreation and Conservation Funding Board Briefing Memo

Item **6**

APPROVED BY RCO DIRECTOR KALEEN COTTINGHAM

Meeting Date: February 9-10, 2016

Title: Adoption of Policy and Evaluation Criteria by Grant Category

Prepared By: Adam Cole, Natural Resource Policy Specialist
Leslie Connelly, Natural Resource Policy Specialist

Summary

This memo presents the final recommendations for changing the evaluation criteria in ten Recreation and Conservation Funding Board (board) grant programs, as well as final recommendations for changing policies in two grant programs. If adopted by the board, the changes would apply to grant applications received in 2016 and beyond.

Board Action Requested

This item will be a:
- ☒ Request for Decision
- ☐ Request for Direction
- ☐ Briefing

Resolutions: 2016-02, 2016-03, 2016-04, 2016-05, 2016-06, 2016-07, 2016-08, 2016-09, 2016-10, 2016-11

Purpose of Resolutions: Adopt evaluation criteria and policies by grant category.

A. Washington Wildlife and Recreation Program - Critical Habitat
B. Aquatic Lands Enhancement Account
C. Washington Wildlife and Recreation Program - Local Parks
D. Washington Wildlife and Recreation Program - Water Access
E. Land and Water Conservation Fund
F. Recreational Trails Program
G. Washington Wildlife and Recreation Program - Trails
H. Nonhighway and Off-road Vehicle Activities
I. Boating Facilities Program
J. Boating Infrastructure Grants

Background

At the November 2015 Recreation and Conservation Funding Board (board) meeting, Recreation and Conservation Office (RCO) staff presented the proposed changes to the evaluation criteria and policies for new grant applications in 2016. See Item 10 from the November meeting materials. The board directed staff to revise materials based on their discussion and release materials for public comment in December.

Proposed Changes to Evaluation Criteria

Table 1 identifies each grant program category affected and summarizes the proposed changes. The associated attachment for each program includes the public comments and staff's reply for that program,

the final proposed grant program changes, and a resolution (see Attachments A – J). Note that the cost efficiencies and Statewide Comprehensive Outdoor Recreation Plan questions overlap in a number of grant programs.

Table 1. Proposed Changes to Evaluation Criteria and Policies

Attachment	Grant Program	Proposed Change(s)
A	Washington Wildlife and Recreation Program (WWRP) Critical Habitat Category	• Provide a more equitable opportunity for local agencies to answer the criteria and compete for funding • Address grazing as an allowable use
B	Aquatic Lands Enhancement Account (ALEA)	• Adjust scoring to allow for evaluating both elements of acquisition and development/restoration applications
C	WWRP Local Parks	• Remove the bonus point option in the cost efficiencies question • Add a question on the Statewide Comprehensive Outdoor Recreation Plan
D	WWRP Water Access	• Remove the bonus point option in the cost efficiencies question • Add a question on the Statewide Comprehensive Outdoor Recreation Plan
E	Land and Water Conservation Fund (LWCF)	• Remove the bonus point option in the cost efficiencies question
F	Recreational Trails Program (RTP)	• Remove the bonus point option in the cost efficiencies question
G	WWRP Trails Category	• Remove the bonus point option in the cost efficiencies question • Add a question on the Statewide Comprehensive Outdoor Recreation Plan • Revise questions to align with statute • Create separate questions for water and scenic values • Clarify intent of community values question • Address natural surface/dirt trails • Revise policy on trails separated by a roadway
H	Nonhighway and Off-road Vehicle Activities	• Add a question on the Statewide Comprehensive Outdoor Recreation Plan • Expand sustainability question to address planning projects • Clarify scoring for combination projects
I	Boating Facilities Program	• Add a question on the Statewide Comprehensive Outdoor Recreation Plan

Attachment	Grant Program	Proposed Change(s)
		• Add question on whether the project will serve trailerable boats • Add sustainability question and expand it to address planning projects
J	Boating Infrastructure Grants	• Evaluation criteria and grant limits for Tier 1 • Eligibility of maintenance projects • Identify compliance period

Public Comments Received

Public Comment Period and Response

RCO announced an opportunity for the public to comment on December 10, 2015 and accepted comments through December 31, 2015. Staff made an effort to reach out to a broader audience and share the announcement using the following methods:

- Notification to 2,545 individuals on email distribution list;
- Separate email to advisory committee members;
- Notice on RCO's Policy and Rule-making Web page;
- Announcement on RCO's Facebook page; and
- Announcement in the Washington Boater Alliance's monthly email.

In total, 19 individuals submitted comments. This level of response is a two-fold increase compared to the public comment solicitation in October 2015.

Summary of Comments

Comments related to the two evaluation questions on Cost Efficiencies and Statewide Comprehensive Outdoor Recreation Plan, regardless of the grant program category, are discussed below. The comments specific to each grant program along with the staff reply are located in each grant program category's attachment. Comments related to other aspects of the board's grant programs are in Attachment K and will be considered by staff in the future.

Cost Efficiencies Question

The cost efficiencies question is in the LWCF, RTP, and WWRP Local Parks, Trails, and Water Access categories. It includes a bonus point for applications that demonstrate cost savings through donations and private grants. Evaluators score between 0 and 5 points, with a one-point bonus for cost savings.

Evaluators and RCO staff expressed concern that this bonus point was redundant since the evaluation question is about scoring for donations and private grant resources. The purpose of the bonus point seems unclear. The proposal is to remove the bonus point option and reduce the maximum possible score.

Eight individuals provided comments on the proposed change to the cost efficiencies question. Seven were in support of the proposed change. One person recommended removing the bonus point and adding a point to the point range of the question, thereby retaining the six-point maximum for the question. There was no opposition to changing the question. The complete set of public comments on cost efficiencies question are in Table 2.

Staff recommends the board adopt the cost efficiencies question as originally proposed.

Table 2. Public Comments on Changing the Cost Efficiencies Question

Commenter	Comment	Staff Reply
Marc Toenyan, RTP Advisory Committee Member	Approve Option 2: remove the bonus point.	Thank you for your comment.
Charlotte Claybrooke, WSDOT, RTP Advisory Committee Member	I concur with the suggested changes.	Thank you for your comment.
Jim Harris	I have reviewed and support the recommended changes to the evaluation criteria for grant applications in both the WWRP - Trails program and the Recreational Trails program. Having served as Washington State Parks and Recreation Commission's, Eastern Region Director, for 19 years, I worked with many communities in the cooperative development of trail proposals, and most recently worked with Grant County PUD developing criteria based recreational priorities within their hydro-electric project; I find that the proposed changes enhance each programs effort to provide sound criteria for project developers and grant evaluation panels.	Thank you for your comment.
Peggy Panisko	Cost efficiencies question is 8--not 9. Obviously no big deal as no affect on proposed policy changes.	Thank you for your comment. We will correct the numbering on the evaluation summary.
Gail Garman	Thank you for the opportunity to review the proposed changes to the RTP grant evaluation procedure. I have looked at the proposed changes and have no problem with them.	Thank you for your comment.
John Gamon Natural Heritage Conservation Washington State Department of Natural Resources, LWCF Advisory Committee Member	DNR has no issue with the proposed change to LWCF evaluation question #9. This change will likely have no negative impact and will likely result in less confusion on the part of evaluators regarding how to score the question.	Thank you for your comment.

Commenter	Comment	Staff Reply
Reed Waite, WWRP Water Access Committee Member	Yes, please eliminate the bonus point under Cost Efficiency. This had many WWRP Water Access evaluators flummoxed, and a lot of non-productive time was spent in discussion during evaluation. There are times when a fraction of a point separate the scores of projects. Better to have consistency than the possibility of a wild card bonus point tilting the balance. That said, I think it's good to place more emphasis on Cost Efficiency by adding a point to maximum score. This gives a wider point range, and therefore, finer scope to analyze use of public dollars for maximum effect. In the LCWF and WWRP Trails categories matching grants from "governmental entities" were not eligible for consideration under the bonus point consideration. Why is this? If we are asking applicants to be more cost effective, isn't any assistance for efficiencies worthy in a project? Better definition of "government" and "governmental entities" would seem to be in order. Are we talking matching State funds (RCO administered) with other State funds (Ecology, Parks, DNR, DFW, etc.), or with local (county, city, port district, water district, school district, etc.), federal .... you get the picture.	Thank you for your comment. We will let the board know that you prefer Option 3 in Appendix G, which proposes to remove the bonus point and increase the point range from 5 to 6 points. The intent of the cost efficiencies question is to reward applicants that can demonstrate non-government sources of match and bring in private donations, including private grants, cash, real property, volunteer labor, equipment use, or materials. Other government funds do not count when awarding points in this question. This preference for private funded projects is to foster more public-private partnerships in local communities and leverage public funds to more projects.
Brock Milliern Statewide Recreation Manager Conservation, Recreation & Transactions Division Washington State Department of Natural Resources, NOVA Advisory Committee Member	We support the proposed change to eliminate any bonus points and agree that the current structure is confusing for both applicants and evaluators.	Thank you for your comment.

State Comprehensive Outdoor Recreation Plan Question

The 2016 grant cycle is the first opportunity to consider how to best target grant funding in order to meet the recommendations in the 2013 Statewide Comprehensive Outdoor Recreation Plan (SCORP). The proposal is to create a new evaluation question for all recreation grant categories that asks how a proposed project will address community health initiatives or meet the needs of underserved communities.

At the November 2015 meeting, staff proposed adding the SCORP question to the ALEA, BFP, LWCF, NOVA, RTP, and WWRP Local Parks, Trails, and Water Access grant programs. When soliciting for public comment, staff did not include the ALEA grant program, as this program is a mix of habitat conservation and recreation and would have created a scoring inequity between these two types of projects.

Seven individuals provided comments on the proposed change to the SCORP question. Five were in support of the proposed change. Three people suggested changes. One person requested the SCORP question be imbedded in the project need question. There was no opposition to adding the question in some form. The complete set of public comments on creating a SCORP question is in Table 3.

Staff recommends the board adopt the SCORP question as originally proposed with one amendment to remove the reference to people who live in metropolitan communities. Applications in or near urban and suburban communities receive a scoring preference in the "Proximity to Population" question which is in all the grant programs identified for the SCORP question. This avoids an overlap in the evaluation criteria.

Table 3. Public Comments on Creating a SCORP Question

Commenter	Comment	Staff Reply
Paul Thorpe Boating Programs Advisory Committee Member	A separate SCORP question will best meet the objectives of SCORP.	Thank you for your comment.
Arlene Brooks	I concur with staff's recommendation in regards to options for consideration: Option 2 – Create a new evaluation question regarding SCORP.	Thank you for your comment.
Andrew Austin Government Affairs Manager Metro Parks Tacoma	Metro Parks Tacoma supports the Recreation and Conservation Office (RCO) proposed grant changes currently out for public comment. In particular we support incorporating the Statewide Comprehensive Outdoor Recreation Plan goals into relevant project categories and this recommendation aligns with our agency's goals. Equity is one of Metro Parks Tacoma's core values and we provide outdoor and recreation opportunities to many traditionally underserved communities. MPT believes the basic structure and integrity of the WWRP should remain intact through any changes to programs. Specifically, we deeply appreciate that	Thank you for your comment.

Commenter	Comment	Staff Reply
	the RCO grant program has a longstanding history of being allocated based upon project merit, not politics. The current proposed changes keep this value intact and any future iterations of the program should uphold this merit based standard.	
Peggy Panisko	I support the proposed change to add SCORP priorities question to the indicated categories. I am left wondering to why not the same change to RTP, BIG or ALEA.	Thank you for your comment. The RTP program already includes a reference to meeting SCORP priorities in the first evaluation question about need, although it is not as specifically worded. The BIG program is narrowly focused on funding facilities for boats longer than 26 feet in length, therefore, it is limited in scope does not fit well with the identified underserved populations in SCORP. For the ALEA program, SCORP priorities could be applied to those projects addressing public access to the water. We will highlight your comments to the board for consideration.
Reed Waite, WWRP Water Access Committee Member	Had to laugh, after my daily 4 mile walk, when I peered into the mirror and found that now I'm a member of the state's underserved population, being a member of 3 of the 5 populations described in SCORP as underserved: Having a disability (diminished eyesight, wearing eyeglasses), Being a resident (well) over 46 years old, Living in a metropolitan community (Seattle). Then I looked through my lenses at my wife who kayaks, skis, backpacks, climbs via ferratas AND meets all the criteria! I'm not sure that we are underserved, even though we would love more land set aside for recreation, trails to be maintained, parks without backlogs of work to be done, huge amounts of shoreline and riverbank to be open to public use, and places for our grandchildren to play, roam, and explore in relative safety. I think I like the idea that every RCFB funded project will "help increase	The main reason that older residents living in urban areas are identified as an underserved community is because this is the population increasing the most in Washington State and in need of recreation facilities. SCORP recommends providing more facilities for these demographics in order to keep up with demand.

Commenter	Comment	Staff Reply
	physical activities among people of all ages and abilities or low income and diverse communities" not just those found to be underserved in the 2013 report. Part of the focus of these projects is to meet the needs of the future, not just those populations currently underserved. SCORP does not include the wording 'community health initiatives' but does reference the eight ACHIEVE communities in the state - "Local ACHIEVE teams partner with six select national organizations, which provide funding and mentorship to bring about objective goals focused on decreasing chronic disease, increasing physical activity, and improving access to healthy food. Among those eight communities are two paired with the National Recreation and Park Association, with specific focus on creating, developing, and promoting outdoor recreation opportunities through safe routes for biking and walking." Does the wording mean only these eight communities qualify for points, or does addressing a community's own health initiative plan/program/goal qualify? How much emphasis will be placed on each of the five SCORP underserved populations? Will instructions be for a point for serving those over 46 years of age, one point for metropolitan community, etc.)? If this is the case, metropolitan areas will have a distinct advantage, as they are awarded points by RCO Staff for Proximity to People. Some additional thought should be given to how these two scoring opportunities are defined/developed.	Thank you for your comments. The board scope of the question provides flexibility in communities to recent to local needs while addressing the need to get people across the state more physically active. The question about physical activity was developed with the assistance from the Department of Health. According to staff at Department of Health, the ACHIEVE program is no longer an active program. They recommended changing the wording to "community health initiatives" to reflect the diversity of health programs happening locally across the state. So the answer to your question is "no" the scope of this part of this question is not limited to the 8 communities involved in the ACHIEVE program. We agree there is potential for overlap with the SCORP reference to metropolitan communities and the Proximity to People evaluation question that is an objectively scored question based on population. We will remove the reference in the SCORP question.
Lorena Landon Boating Programs Advisory Committee Member	The proposed SCORP Priorities evaluation question would overlap with criteria currently found under the "Boating Experience" evaluation question. I would support the new SCORP evaluation question only if the	Staff does not see an overlap with the proposed SCORP question and the Boating Experience question in the Boating Facilities Program. The Boating Experience question is "How will the project affect the boating experience?"

Commenter	Comment	Staff Reply
	existing "Boating Experience" evaluation question is edited. Criteria under "Boating Experience" could include such items as: increased moorage space, easier loading & unloading, more efficient traffic patterns, improved parking, improved bathroom facilities, added recreational opportunities such as trails etc. and not include items (as it currently does) that are listed under the SCORP evaluation question.	Applicants discuss the size, location, types of boats, and boat speeds in boating experience question. This is different than discussing the types of underserved communities served by the boating facilities through the SCORP question. Your suggestions seem appropriate to consider as changing to the boating experience question itself. We will consider these ideas next time the boating experience question is proposed to be changed.
Brock Milliern Statewide Recreation Manager Conservation, Recreation & Transactions Division Washington State Department of Natural Resources, NOVA Advisory Committee Member	The proposed change to include the use of SCORP as an evaluation criteria and the suggested ways to include SCORP are both cause for concern. Some specific areas of concern. Calling out narrow aspects of SCORP, while disregarding the rest of the report will lead to imbalanced recreation opportunities.	
	As an example, "residents over 46" are specifically called out in the newly proposed criteria while the broader report notes that "older residents are participating in nature-based activities at a higher rate than are younger residents." Why call out aging populations and not younger in this evaluation criteria? Younger residents are noted as underserved. In addition, applicants are typically not well positioned to assess the demographics of users and an initiative to change this would require a broader statewide initiative to implement.	The main reason that older residents living in urban areas are identified as an underserved community is because this is the population increasing the most in Washington State and in need of recreation facilities. SCORP recommends providing more facilities for these demographics in order to keep up with demand. There is a lesser demand for facilities for youth although for specific types of sports, such as soccer, there are specific needs.
	There is already criteria that downgrades projects further from population centers, the newly proposed criteria appears to double count that concern by giving deference to people who live in "metropolitan communities."	We agree there is potential for overlap with the SCORP reference to metropolitan communities and the Proximity to People evaluation question that is an objectively scored question based on population. We will remove the reference in the SCORP question.

Commenter	Comment	Staff Reply
	The second bulleted criteria "How will this help increase…" may reduce the viability of phased projects. For example, many ORV and mountain bike projects do not initially offer opportunities for all riders, but instead it takes 4-6 years to develop a diverse system. If an initial grant may only cover opportunities for beginner riders the project may not be successful despite the potential long-term upside of a well thought out system. The second bulleted criteria is such a broad question that most if not all projects would find a way to positively answer that question but not meaningfully address an underserved community.	The second bullet in the SCORP question says "How will this project help increase physical activities among people of all ages and abilities or low income and diverse communities?" Yes, evaluators would score an application only on the phase proposed at the time. This could be a disadvantage over another project that increases physical activities for a diverse community. However, as you mention, the question is broad to that any increase in physical activity will be a positive consideration during scoring.
	The third bulleted criteria which links to fed, state, local initiatives will be too difficult for grant applicants to stay connected to. Initiatives are frequently changing and may not have a positive impact on other goals for providing recreation in Washington.	An application that is part of a community health initiative will likely know their project is identified in the local plan. Applicants should not need to research this question.
	The cheapest way to provide recreation is usually to maintain what already exist. Current trails and facilities may not meet the proposed SCORP criteria and may subsequently lose funding for maintaining assets that exist and were likely built by RCO funding.	We disagree. An existing facility may already assist with meeting the needs in SCORP. This question would provide an incentive to maintain those projects over projects that address the needs in SCORP.
	To increase opportunities to underserved groups those groups should be addressed directly about the state of current opportunities and the direction for future recreation in Washington.	We agree. Applicants should engage underserved populations in their planning and project scoping activities. The question provides an incentive for applicants to do so.
	While underserved communities were one of the findings of SCORP, others included: residents wanting more opportunity, social issues and access barriers, user conflict and compatibility, etc. Some elements of the	We agree. There are specific recommendations in SCORP that are appropriate for land managers and recreation service providers to address.

Commenter	Comment	Staff Reply
	recommendations are best implemented by land managers and others may be better met through programming, communications, and training – areas for which agencies are not well positioned. These are just some examples of concerns with the proposed evaluation criteria related to SCORP. **Proposal:** Please reconsider the selection of Option 2. Option 3, Revising Project Need, will encourage the applicants to give careful consideration to the alignment between their proposal and SCORP without focusing on only one finding. If SCORP must be included as standalone criteria, please consider ways to utilize the entire report as it relates to better serving recreationists in Washington. This can be done through more open ended questions such as, "When developing this project which aspects of the SCORP report were utilized to ensure high quality and diverse recreation?"	Thank you for your suggestion. RCO staff will recommend the stand-alone question; however, we will bring your suggestion to the attention of the Recreation and Conservation Funding Board.

Staff Recommendation

Staff recommends the board adopt the following resolutions:

2016-02	Washington Wildlife and Recreation Program - Critical Habitat
2016-03	Aquatic Lands Enhancement Account
2016-04	Washington Wildlife and Recreation Program - Local Parks
2016-05	Washington Wildlife and Recreation Program - Water Access
2016-06	Land and Water Conservation Fund
2016-07	Recreational Trails Program
2016-08	Washington Wildlife and Recreation Program - Trails
2016-09	Nonhighway and Off-road Vehicle Activities
2016-10	Boating Facilities Program
2016-11	Boating Infrastructure Grants

Next Steps

Should the board approve the proposed changes to policies, they will apply starting in 2016.

Link to Strategic Plan

Revising the board's policies and evaluation criteria addresses Goals 1, 2 and 3 in the board's *Strategic Plan*.

1. We help our partners protect, restore, and develop habitat and recreation opportunities that benefit people, fish and wildlife, and ecosystems.
2. We achieve a high level of accountability in managing the resources and responsibilities entrusted to us.
3. We deliver successful projects by inviting competition and by using broad public participation and feedback, monitoring, assessment, and adaptive management.

Attachments

A. Washington Wildlife and Recreation Program - Critical Habitat

B. Aquatic Lands Enhancement Account

C. Washington Wildlife and Recreation Program - Local Parks

D. Washington Wildlife and Recreation Program - Water Access

E. Land and Water Conservation Fund

F. Recreational Trails Program

G. Washington Wildlife and Recreation Program - Trails

H. Nonhighway and Off-road Vehicle Activities

I. Boating Facilities Program

J. Boating Infrastructure Grants

K. Other Public Comments Received

Attachment A

Proposed Change to Evaluation Criteria: Washington Wildlife and Recreation Program Critical Habitat Category

Summary

The proposed changes to the evaluation criteria for the Washington Wildlife and Recreation Program (WWRP) Critical Habitat category are:

1. Incorporate local planning and prioritization efforts into question #1: Ecological and Biological Characteristics, and
2. Include grazing and other uses under question #3: Management and Viability.

Below is the evaluation summary for the WWRP Critical Habitat category and the proposed changes to the evaluation questions #1 and #3 in a strikethrough and underline format. For reference, the full set of evaluation criteria starts on page 38 of Manual 10b: Washington Wildlife and Recreation Program, Habitat Conservation and Riparian Protection Accounts.

WWRP Critical Habitat Evaluation Summary			
Criteria	**Evaluation Elements**	**Possible Points**	**Weight**
Project Introduction	Locate the project on statewide, vicinity, and site maps. Brief summary of the project (goals and objectives statement)	Not scored	0%
1. Ecological and Biological Characteristics	• The bigger picture • Uniqueness and significance of the site • Fish and wildlife species or communities • Quality of habitat	20	40%
2. Species and Communities with Special Status	• Threat to species or communities • Importance of acquisitions • Ecological roles • Taxonomic distinctness • Rarity	10	20%
3. Manageability and Viability	• Immediacy of threat to the site • Long-term viability • Enhancement of existing protected land • Ongoing stewardship • Livestock grazing uses	15	30%
4. Public Benefit and Support	• Project support • Educational and/or scientific value	5	10%
	Total Points Possible	**50**	

Proposed Changes to Question #1: Ecological and Biological Characteristics

1. Ecological and Biological Characteristics

Why is the site worthy of long-term conservation?[1]

"Paint a picture" of your project for the evaluators – the what, where, and why. This is the "heart" of your presentation and evaluators will draw conclusions based on the information presented about the quality and function of the habitat and the demonstrated need to protect it for fish and wildlife.

The Bigger Picture

How is this project supported by a current plan (i.e., species management population plan, habitat conservation, local, conservation futures, watershed, statewide, agency, or conservation), or a coordinated region-wide prioritization effort? What is the status of the plan? Does this project assist in implementation of a local shoreline master program, updated according to Revised Code of Washington 90.58.080 or local comprehensive plans updated according to Revised Code of Washington 36.70A.130? What process was used to identify this project as a priority? What specific role does this project play in a broader watershed or landscape picture? Is it part of a phased project? Is it a stand-alone site or habitat? For Water Resource Inventory Areas 1-19, how is the project referenced in the *Action Agenda* developed by the Puget Sound Partnership? The *Action Agenda* can be found online at www.psp.wa.gov. Evaluators should ignore this question for projects outside Water Resource Inventory Areas 1-19.

Local agencies only: What is the statewide significance of the project site? Does it meet priorities identified in a state plan? What elevates this site to a state significance level ~~as opposed to a site that meets~~in addition to needs identified for the local community?

Uniqueness and Significance

Explain how the site is unique or significant on a global, regional, state, ecosystem, and/or watershed level. How unique is the site in relation to habitat quality, connectivity, diversity, and rarity? How is the site important in providing critical habitat or biological function for wildlife species or communities? How does this site compare to others of the same type?

Fish and Wildlife Species or Communities

Which, if any, are the target species or communities[2]? (Target species may or may not be special status species.) Are the target species or communities geographically isolated to this particular site? Explain the condition of the population of target species. Which species have the potential and likelihood to use the site in the future and will reintroduction occur naturally or otherwise?

Quality of Habitat

Describe the ecological and biological quality of the habitat. What specific role does the habitat play in supporting the species or communities using the site? How is this habitat important in providing food, water, cover, connectivity, and resting areas? Are the size, quality, and other characteristics of the habitat adequate to support the target species or communities within the context of the project

[1] Revised Code of Washington 79A.15.060 (6)(a)(iii, v - vii, xi, xiv); (6)(b)(ii)

[2] A target species or community is the project's primary objective for protection and stands to gain the greatest benefit from the acquisition. For example, a project's primary objective may be to acquire and protect high quality shrub-steppe. This is the "target community" but that community also provides important habitat for shrub-steppe-dependent species.

areas? Has the habitat or characteristics of the site been identified as limiting factors or critical pathways to the target species and communities?

▲ Maximum Points = 20

Revised ~~April 2006~~ February 2016

Proposed Changes to Question #3: Management and Viability

3. Manageability and Viability

What is the likelihood of the site remaining viable over the long term and why is it important to secure it now?[3] This question's intent is to determine whether the site can be managed, and how it will be managed, to protect the target species or communities.

Immediacy of Threat of the Habitat

What, and how immediate or imminent, are the threats to the habitat at the site (i.e., inherent, ecological, human, conversion, abatable or non-abatable threats)? Are these new threats or ongoing threats? How do or will these threats affect the function of the habitat? How will protection of the site affect these threats? What steps already have been taken to secure the land or reduce the threats?

Long-Term Viability

What regulatory protections currently are afforded the site (i.e., county comprehensive plan, critical areas ordinances, zoning, development regulation, shoreline management rules, forest practice rules including landowner landscape plans, habitat conservation plans, etc.)? Demonstrate how the site will be managed over time to maintain the desired characteristics. Who will maintain it and what human and financial resources are available to do it? What management needs are there? Is the habitat recoverable? What restorative efforts, if any, are needed and planned? What is happening across the landscape or watershed that may affect the viability of the site? Describe any long-term site monitoring plans and identify who will implement monitoring?

Enhancement of Existing Protected Land

Are there other protected lands (public and private) near or adjoining this site that have complementary or compatible land uses for the target species (consider wide-ranging or migratory species)? Are they managed in a manner consistent with the needs of the target species or communities? Is this site part of a larger ownership? If so, describe the connectivity and management of the other land.

Ongoing Stewardship

Describe the ongoing stewardship program for the site that includes control of noxious weeds and detrimental invasive species, and that identifies the source of funds from which the program will be funded.

Livestock Grazing Uses

Livestock grazing may not diminish the essential purposes of the proposed project. Describe livestock grazing uses of the property that would occur if the property is acquired. Describe the site-specific management plan for livestock grazing that protects or enhances the health of the species targeted in

[3] Revised Code of Washington 79A.15.060 (6)(a)(ii, iv, viii, x)

the grant proposal. The site-specific management plan must incorporate current laws, rules, and guidelines for wildlife species protection and include a duration and periodic renewal schedule.

▲ Maximum Points = 15

Revised ~~April 2006~~ February 2016

Public Comments Received

Two individuals provided comments on the proposed changes to the WWRP Critical Habitat evaluation criteria. One person was in support and requested a technical edit. One person had a question about including conservation futures as a planning resource. There was no opposition to changing the criteria. The complete set of public comments is in Table A1.

Staff recommends the board adopt the evaluation criteria as originally proposed with the technical edit requested by the public.

Table A1: Public Comments on Changing the WWRP Critical Habitat Evaluation Criteria

Commenter	Comment	Staff Reply
Bill Robinson, WWRP Habitat Acquisition Advisory Committee Member	Thanks for distributing these proposed changes to the advisory committee members. I have the follow comments. The changes to the "bigger picture" section are an improvement to the current summary. Adding the Conservation Futures not only demonstrates the local significance of the project but local government support the project as well. The rephrasing of the "local agencies only" section is a more positive way to encourage local plans to be consistent with state-wide planning efforts. Manageability and Viability section of the evaluation summary lists "other uses of the property" yet the description below only describes grazing. This is a little confusing and inconsistent. Maybe a better way in the description section is to have the heading "other uses of the property" to identify the proposed other uses including any grazing. Then describe the conditions for grazing.	Thank you for your comments. For the evaluation summary, we will change the reference to "other uses of the property" to mirror the text below in the evaluation criteria. The intent is to have applicants specifically address any current or future grazing activities per the board's Allowable Uses policy. Board policy treats other uses of property acquired with grant funds, such as secondary party uses and life estates, differently and requires RCO approval in advance. These types of interim uses are limited on the property for a maximum of 3 years or until the death of the life estate holder.
Lunell Haught President of Inland Northwest Trails Coalition	There is an inclusion of Conservation Futures in the Critical Habitat section. Having worked in Spokane County for years on Conservation Futures I am aware that counties have their own criteria for CF funding and it is not always with Critical Habitat in mind. It may include	The reason to include conservation futures as an example of a current plan that supports the proposed project is to acknowledge that counties have a local plan that may include critical habitat elements. We recognize that local conservation

Commenter	Comment	Staff Reply
	recreation, for example. It seems that critical habitat would be included in the counties' critical areas ordinances, and should not apply here, so I'm just wondering what the idea is for this.	futures plans may be broader in scope than the WWRP critical habitat program. However, many elements of a conservation futures plan may overlap with the purpose of the WWRP critical habitat program, include passive use and enjoyment by the public on those lands.

Recreation and Conservation Funding Board
Resolution 2016-02
WWRP Critical Habitat Evaluation Criteria

WHEREAS, the Revised Code of Washington (RCW) 79A.15 authorizes the Recreation and Conservation Funding Board (board) to adopt evaluation criteria for the Washington Wildlife and Recreation Program (WWRP) Critical Habitat category, and

WHEREAS, in 2005, the legislature amended RCW 79A.15 to allow local agencies to apply for funds in the WWRP Critical Habitat category;

WHEREAS, since being added as an eligible applicant to the WWRP Critical Habitat category, local agencies have not been successful in competing for grant funds in this category and the board would like to provide incentives for local agencies to compete;

WHEREAS, the board adopted an Allowable Use policy in 2011 to allow for grazing of critical habitat lands when it is compatible with habitat conservation goals;

WHEREAS, the Recreation and Conservation Office (RCO), with board direction, drafted revisions to evaluation questions #1 and #3 to recognize local agency conservation planning efforts and grazing practices during the grant evaluation review; and

WHEREAS, RCO solicited comments from over 2,545 members of the public and posted notice on its Web site and other sources, and

WHEREAS, staff reviewed the public comments, adjusted the evaluation questions as appropriate and recommends the board approve the proposed revisions to evaluation questions #1 and #3 as presented in Attachments A, and

WHEREAS, the proposed evaluation questions are consistent with state law and the board's administrative rules,

NOW, THEREFORE BE IT RESOLVED, that the board adopts the proposed revisions to evaluation questions #1 and #3 for the WWRP Critical Habitat category as described in Attachment A, and

BE IT FURTHER RESOLVED that the board directs RCO staff to incorporate these changes into the evaluation criteria and in the appropriate grant program manuals; and

BE IT FURTHER RESOLVED that the evaluation criteria shall be effective beginning with the 2016 grant cycle.

Resolution moved by: _____

Resolution seconded by: _____

Adopted/Defeated/Deferred (underline one)

Date: _____

.

Attachment B

Proposed Changes to Evaluation Criteria: Aquatic Lands Enhancement Account Program

Summary

The proposed change to the evaluation criteria for the Aquatic Lands Enhancement Account (ALEA) grant program is to require applicants to answer the questions for projects with acquisition (question #4a) and development/restoration elements (question #4b) when proposing combination projects.

Below are the proposed changes to the three sets of evaluation summaries and the evaluation questions #4a and #4b. The changes are in a strikethrough and underline format.

1. ALEA Evaluation Question Summary Changes For Projects Meeting a Single Program Purpose: Protection and Enhancement
2. ALEA Evaluation Question Summary Changes For Projects Meeting a Single Program Purpose: Public Access
3. ALEA Evaluation Question Summary Changes For Projects Meeting Both Program Purposes: Protection and Enhancement AND Public Access
4. ALEA Evaluation Questions #4a and #4b Proposed Changes

For reference, the full set of evaluation criteria starts on page 33 of Manual 22, Aquatic Lands Enhancement Account.

1. ALEA Evaluation Question Summary Changes For Projects Meeting a Single Program Purpose: Protection and Enhancement

Proposed Evaluation Question Summary for Projects Meeting a Single Program Purpose: Protection and Enhancement

Scored By	#	Question	Project Type Questions	Evaluators Score	Multiplier	Maximum Points	Weight (%)
Advisory Committee	1	Fit with ALEA Program Goals	ALL	0-5	3	15	23%
Advisory Committee	2	Project Need	ALL	0-5	4	20	30%
Advisory Committee	3	Site Suitability	ALL	0-5	2	10	15%
Advisory Committee	4a	Urgency and Viability	Acquisition	0-5	2	10	15%
			Combination	0-5	1	5	7%
Advisory Committee	4b	Project Design and Viability	Restoration	0-5	2	10	15%
			Combination	0-5	1	5	7%
Advisory Committee	5	Community Involvement and Support	ALL	0-5	2	10	15%
RCO Staff	6	Growth Management Act Preference	ALL	0	1	0	0%
RCO Staff	7	Proximity to People	ALL	0-1	1	1	2%
					Total Possible Points	**66**	

2. ALEA Evaluation Question Summary Changes For Projects Meeting a Single Program Purpose: Public Access

Proposed Evaluation Question Summary for Projects Meeting a Single Program Purpose: Public Access

Scored By	#	Question	Project Type Questions	Evaluators Score	Multiplier	Maximum Points	Weight
Advisory Committee	1	Fit with ALEA Program Goals	ALL	0-5	3	15	23%
Advisory Committee	2	Project Need	ALL	0-5	4	20	30%
Advisory Committee	3	Site Suitability	ALL	0-5	2	10	15%
Advisory Committee	4a	Urgency and Viability	Acquisition	0-5	2	10	15%
			Combination	0-5	1	5	7%
Advisory Committee	4b	Project Design and Viability	Development	0-5	2	10	15%
			Combination	0-5	1	5	7%
Advisory Committee	5	Community Involvement and Support	ALL	0-5	2	10	15%
RCO Staff	6	Growth Management Act Preference	ALL	0	1	0	0%
RCO Staff	7	Proximity to People	ALL	0-1	1	1	2%
					Total Possible Points	**66**	

3. ALEA Evaluation Question Summary Changes For Projects Meeting Both Program Purposes: Protection and Enhancement AND Public Access Elements

Proposed Evaluation Question Summary for Projects Meeting Both Program Purposes: Protection and Enhancement AND Public Access Elements

Scored By	#	Question	Elements	Project Type Questions	Score	Multiplier	Maximum Points	Total Points	Weight
Advisory Committee	1	Fit with ALEA Program Goals	Protection and Enhancement Elements	All Projects	0-5	2	10	20	28%
			Public Access Elements	All Projects	0-5	2	10		
Advisory Committee	2	Project Need	Protection and Enhancement Elements	All Projects	0-5	2	10	20	28%
			Public Access Elements	All Projects	0-5	2	10		
Advisory Committee	3	Site Suitability	Protection and Enhancement Elements	All Projects	0-5	1	5	10	14%
			Public Access Elements	All Projects	0-5	1	5		
Advisory Committee	4a	Urgency and Viability	All Elements	Acquisition	0-5	2	10	10	14%
			All Elements	Combination	0-5	1	5	5	6.5%
Advisory Committee	4b	Project Design and Viability	Protection and Enhancement Elements	Restoration and Development	0-5	1	5	10	14%
			Public Access Elements	Restoration and Development	0-5	1	5		
			Protection and Enhancement Elements	Combination	0-5	0.5	2.5	5	6.5%
			Public Access Elements	Combination	0-5	0.5	2.5		
Advisory Committee	5	Community Involvement and Support	All Elements	All Projects	0-5	2	10	10	14%

RCO Staff	6	Growth Management Act Preference	All Elements	All Projects	0	1	0	0	0%
RCO Staff	7	Proximity to People	All Elements	All Projects	0-1	1	1	1	2%
						Total Possible Points	**71**	**71**	

Proposed Changes to Evaluation Questions #4a and #4b

4A. Urgency and Viability. Only acquisition and combination projects answer this question.

- Why purchase this particular property at this time? How viable are the anticipated future uses and benefits of the site?
- If ALEA funding is not made available, will high priority aquatic land habitat and/or public access be lost?
- What are the alternatives to acquiring the property?
- Is there an immediate threat or will the property be available for acquisition or enhancement at a later time?
- What is the likelihood that the property will be converted to a non-recreational use or that aquatic habitat resources will be impacted or lost if the property is not acquired now?
- Is there a threat to the public availability of the resources at the site?
- Will the site be available immediately for public use or will the site require some improvement to make it available for public use? If improvements are necessary, when will for the improvements be made?
- What is the nature and condition of existing surrounding land use as well as future factors such as shoreline designation, zoning, or comprehensive or project-specific planning that may impact the viability of the site?
- Describe land management practices in the area that may affect the viability of the site?
- Who will maintain the site and what resources are necessary and available for that maintenance?

▲ Evaluators score 0-5 points for all acquisition or combination projects. The total score for ~~all project types~~acquisition projects is multiplied by 2 for a total of 10 possible points. There is no multiplier for combination projects.

4B. Project Design and Viability. Only restoration and enhancement projects, public access development projects, or combination ~~(restoration and enhancement, and public access development)~~ projects answer this question**.**

A. Restoration and Enhancement Projects

- How does the project address the stated restoration or enhancement need? Is the project well designed? Will the project lead to sustainable ecological functions and processes over time?
- How will the site be treated to re-establish the desired ecological processes and functions?

- What habitat functions will be enhanced or restored?
- How well does the proposed restoration or enhancement design or actions address desired long-term results?
- What is the certainty that the restoration or enhancement actions will be successful?
- Will the project require decreasing involvement over time?
- What is the habitat quality and land management practices in the area that may affect the viability of the site?
- What is the nature and condition of existing surrounding land use as well as future concerns such as shoreline designation, zoning, or comprehensive or project-specific planning?
- How will the site be managed over time to maintain the desired ecological processes and functions?
- Who will maintain the site and what resources are necessary and available to do it?

B. Public Access Projects

- How well does the project address the stated public access need? Is the project well designed? Will the project result in public access to aquatic lands that protect the integrity of the environment?

  Some design elements that may be considered include accuracy of cost estimate, aesthetics, maintenance requirements, materials, phasing, risk management, recreational experience, spatial relationships, universal accessibility, and user friendly design.

  - Does the project demonstrate good design criteria; does it make the best use of the site?
  - Does the design provide equal access for all people, including those with disabilities?
  - Does the proposed development protect the natural resources on site? For example, does the project include low impact development techniques, green infrastructure, or environmentally preferred building products?
  - Is the site design visually integrated into the landscape features?
  - How will the site be designed to handle projected use?
- What is the nature and condition of existing surrounding land use as well as future concerns such as shoreline designation, zoning, or comprehensive or project-specific planning?
- How likely are the proposed public use facilities given the required regulatory and proprietary approvals, funding, etc.?
- Who will maintain the site and what resources are necessary and available to do it?

- What outdoor environmental education elements are included in the project?
    - How much effort is dedicated to interpreting the value of the aquatic lands?
    - Are the themes or concepts appropriate to the specific site?
    - Does the content in the display match the intended audience?
    - Is the interpretive display accessible to wide variety of users?

▲ Evaluators score 0-5 points for protection and enhancement only or public access only projects. The total score is multiplied by 2 for a total of 10 possible points. For combination projects, there is no multiplier on the total score.

▲ If the project includes both protection and enhancement and public access elements, evaluators score 0-5 for protection and enhancement questions and 0-5 for public access questions for a total of 10 possible points. There is no multiplier except for combination projects, in which case, the each score is multiplied 0.5 for a total of 5 possible points.

Public Comments Received

Two individuals provided comments on the proposed change to the ALEA evaluation criteria. Both people were in support. One person provided a suggestion on revising weight of the scoring for acquisition and development/restoration components of the project. There was no opposition to changing the criteria. The complete set of public comments is in Table B1. below.

Staff recommends the board adopt the evaluation criteria as originally proposed.

Table B1: Public Comments on Changing the ALEA Evaluation Criteria

Commenter	Comment	Staff Reply
Tana Bader Inglima Deputy CEO, Port of Kennewick, ALEA Advisory Committee Member	I like the proposed change and believe it will allow scorers to more accurately judge the projects on all its elements.	Thank you for your comments.
Matt Goehring Aquatic Policy Analyst, Department of Natural Resources, ALEA Advisory Committee Member	The Department of Natural Resources (DNR) appreciates the opportunity to comment on the Recreation and Conservation Office's (RCO) proposed changes to the Aquatic Lands Enhancement Account (ALEA) Grant evaluation criteria. DNR is the proprietary steward of over 2.6 million acres of state-owned aquatic lands. DNR is directed by statute to manage state-owned aquatic lands in manner that provides for "...a balance of public benefits for all citizens	Thank you for your comments. We will consider your comment about the weight of the acquisition and development/restoration components later as this was not part of the proposal distributed for public comment. Initially, it seems administratively challenging to adjust weights of the evaluation criteria for each combination project based on a ratio of project costs. However, it does

Commenter	Comment	Staff Reply
	of the state." Public benefits include (1) encouraging direct public use and access; (2) fostering water- dependent uses; (3) ensuring environmental protection; (4) utilizing renewable resources; and (5) generating revenue when consistent with (1) through (4). Revenue generated from state-owned aquatic lands funds the ALEA grant program to help protect and restore self-sustaining nearshore and shoreline ecological functions and enhance opportunities for public access and recreation. DNR sits on the ALEA Advisory Committee and supports the proposed changes to the evaluation criteria. The proposed revisions will improve the committee's review and scoring of "combination" projects by reducing uncertainty associated with scoring projects that include both acquisition and development/restoration related components. Existing criteria require evaluators to classify projects as either an acquisition m:development/restoration project. Effectively removing certain project components from the scoring process can detract from a comprehensive evaluation process that carefully weighs the merits of the entire proposal. The revised criteria would help ensure that the final score for combination projects reflects both the Urgency & Viability of acquisition-related components and Project Design & Viability of development/restoration-related components. A consideration that may warrant additional staff review is the proposed 50/50 weighting of acquisition and development/restoration components. This will likely not reflect the relative composition of a given proposal in terms of project costs. For example, project costs of a proposal may be allocated 90 percent for acquisition and 10 percent for development; however, under the	seem to be a fairer approach to scoring the elements of the grant proposal.

Commenter	Comment	Staff Reply
	proposed revisions Urgency & Viability would be weighted equally with Project Design & Viability. Weighting the acquisition and development/restoration questions based on the relative costs of the various project components (i.e., Urgency & Viability and Project Design & Viability would be scored on a 1-10 scale but weighted based on relative composition of project costs) may help ensure (1) "combination" projects are comprehensively evaluated and (2) scoring reflects the relative composition of a specific proposal. The ALEA grant program plays a critical role in the protection and enhancement of state-owned aquatic lands. Ensuring the merits of both the acquisition and development/restoration components of a "combination" project are scored in the evaluation process will help the Advisory Committee to prioritize projects in a manner that maximizes the cumulative public benefit (e.g., environmental protection, ecological restoration, and public access) derived from available ALEA funding. Thank you for considering DNR's comments on the proposed changes to the ALEA grant evaluation criteria. DNR looks forward to its continued participation on the ALEA Advisory Committee	

Recreation and Conservation Funding Board
Resolution 2016-03
Aquatic Lands Enhancement Account Evaluation Criteria

WHEREAS, pursuant to state law, the Recreation and Conservation Funding Board (board) administers and approves policies that govern the Aquatic Lands Enhancement Account (ALEA), and

WHEREAS, applicants and advisory committee members requested a change to the evaluation criteria to be able to score the acquisition elements and development and restoration elements for combination projects, which is currently not allowed;

WHEREAS, the Recreation and Conservation Office (RCO), with board direction, drafted revisions to evaluation questions #4a and #4b to allow evaluators to score both aspects of a combination projects; and

WHEREAS, RCO solicited comments from over 2,545 members of the public and posted notice on its Web site and other sources, and

WHEREAS, staff reviewed the public comments and recommends the board approve the proposed revisions to evaluation questions #4a and #4b as presented in Attachments B, and

WHEREAS, the proposed evaluation questions are consistent with state law and the board's administrative rules,

NOW, THEREFORE BE IT RESOLVED, that the board adopts the proposed revisions to evaluation questions #4a and #4b for the ALEA program as described in Attachment B, and

BE IT FURTHER RESOLVED that the board directs RCO staff to incorporate these changes into the evaluation criteria and in the appropriate grant program manuals; and

BE IT FURTHER RESOLVED that the evaluation criteria shall be effective beginning with the 2016 grant cycle.

Resolution moved by: _____

Resolution seconded by: _____

Adopted/Defeated/Deferred (underline one)

Date: _____

Attachment C

Proposed Change to Evaluation Criteria: Washington Wildlife and Recreation Program Local Parks Category

Summary

The proposed changes to the evaluation criteria for the Washington Wildlife and Recreation Program (WWRP) Local Parks Category are:

- Add a new question #3 regarding how the project addresses needs in the Statewide Comprehensive Outdoor Recreation Plan, and
- Remove the bonus point from question #10: Cost Efficiencies

Below is the evaluation summary for the WWRP Local Parks category and the proposed new evaluation question #3 and changes to evaluation question #10 in a strikethrough and underline format.

For reference, the full set of evaluation criteria starts on page 36 of Manual 10a: Washington Wildlife and Recreation Program, Outdoor Recreation Account.

WWRP Local Parks Evaluation Criteria Summary

Scored by	#	Title	Project Type Questions	Maximum Points	Weight	Focus*
Advisory Committee	1	Public Need	All	15	~~19%~~18%	Local
Advisory Committee	2	Project Scope	All	15	~~19%~~18%	Local
Advisory Committee	3	SCORP Priorities	All	5	6%	State
Advisory Committee	~~3~~4	Immediacy of Threat	Acquisition	10	~~13%~~12%	Local
			Combination	5	6%	
Advisory Committee	~~4~~5	Project Design	Development	15	~~19%~~18%	Technical
			Combination	7.5	9%	
Advisory Committee	~~5~~6	Sustainability and Environmental Stewardship	All	10	~~13%~~12%	State
Advisory Committee	~~6~~7	Site Suitability	Acquisition	5	6%	Technical
			Combination	2.5	3%	
Advisory Committee	~~7~~8	Expansion/Renovation	All	5	6%	Local

WWRP Local Parks Evaluation Criteria Summary						
Advisory Committee	~~8~~9	Project Support	All	10	~~13%~~12%	State/Local
Advisory Committee	~~9~~10	Cost Efficiencies	All	~~6~~5	~~8%~~6%	State/Local
RCO Staff	~~10~~11	Growth Management Act Preference	All	0	0%	State
RCO Staff	~~11~~12	Population Proximity	All	3	4%	State
	Total Points Possible=~~79~~83					

*Focus–Criteria orientation in accordance with the following priorities:

- State–Those that meet general statewide needs (often called for in Revised Codes of Washington or Statewide Comprehensive Outdoor Recreation Plan (SCORP))
- Local–Those that meet local needs (usually an item of narrower purview, often called for in local plans)
- Technical–Those that meet technical considerations (usually more objective decisions than those of policy).

Proposed New Evaluation Question #3: Statewide Comprehensive Outdoor Recreation Plan

3. SCORP Priorities. How will this project address statewide or regional priorities as described in the Statewide Outdoor Comprehensive Recreation Plan?

- How will this project specifically provide a diversity of recreation opportunities that meet the needs of the state's underserved populations which are:
  - People with disabilities
  - People of color
  - Residents over 46 years old
  - Women

- How will this project help increase physical activities among people of all ages and abilities or low income and diverse communities?

- Will this project support federal, state, regional or local health initiatives such as:
  - National Physical Activity Plan
  - Healthy Communities Washington from the Washington Department of Health
  - Local Community Health Assessment or Local Community Health Improvement Plan
  - Health Impact Assessments from the Robert Wood Johnson Foundation and Pew Charitable Trust

▲ Evaluators score 0-5 points.

Proposed Changes to Evaluation Question #10: Cost Efficiencies

10. Cost Efficiencies. To what extent does this project demonstrate efficiencies or a reduction in government costs through documented use of donations or other resources?
Donations – cash, real property, volunteer labor, equipment use, or materials

- What are the donations for this project?
- Who is making the donation?
- What is the value of the donation and how was the value determined?
- Is the donation in hand?
- If the donation is not in hand, do you have a letter of commitment from the donor that specifies what is being donated and when?
- Is the donation necessary for implementation of the project? Are donations included in the project proposal?

Private grants awarded by non-governmental organizations

- Is there a private grant that is being used as match for this project?
- Who awarded the grant?
- What is the grant amount?
- What is the purpose of the grant?
- When will grant funds be available?

Are there other efficiencies for this project that will result in cost savings?

- What is the cost efficiency?
- Who is providing it?
- What's the value?
- When was the commitment made and when does it expire?

Point Range: Evaluators award 0-5 points. ~~Evaluators may add 1 point to the score assigned above, if an applicant demonstrates cost savings through donations and private grants. Matching grants from governmental entities are not eligible for consideration under this factor.~~

Revised ~~January 2014~~ February 2016.

Public Comments Received

See the main body of the memo starting on page 3 for a discussion of the public comments received on the cost efficiencies and SCORP questions.

Recreation and Conservation Funding Board
Resolution 2016-04
WWRP Local Parks Evaluation Criteria

WHEREAS, the Revised Code of Washington (RCW) 79A.15 authorizes the Recreation and Conservation Funding Board (board) to adopt evaluation criteria for the Washington Wildlife and Recreation Program (WWRP) Local Parks category, and

WHEREAS, applicants and advisory committee members expressed concern about how to respond to the evaluation question on cost efficiencies;

WHEREAS, the Recreation and Conservation Office (RCO), with board direction, drafted a revision to the cost efficiencies evaluation question to address these concerns; and

WHEREAS, the board adopted The 2013 State Comprehensive Outdoor Recreation Plan (SCORP) which includes recommendations for meeting the outdoor recreation needs of the residents of Washington State including meeting the needs of underserved populations and promoting and supporting healthy populations;

WHEREAS, the RCO, with board direction, drafted a new evaluation question to incentivize applicants to address the needs identified in SCORP when proposing projects for grant funding; and

WHEREAS, RCO solicited comments about these two questions from over 2,545 members of the public and posted notice on its Web site and other sources, and

WHEREAS, staff reviewed the public comments, adjusted the evaluation questions as appropriate and recommends the board approve the proposed evaluation questions as presented in Attachments C, and

WHEREAS, the proposed evaluation questions are consistent with state law and the board's administrative rules,

NOW, THEREFORE BE IT RESOLVED, that the board adopts the proposed evaluation questions for cost efficiencies and SCORP for the WWRP Local Parks category as described in Attachment C, and

BE IT FURTHER RESOLVED that the board directs RCO staff to incorporate these changes into the evaluation criteria and in the appropriate grant program manual; and

BE IT FURTHER RESOLVED that the evaluation criteria shall be effective beginning with the 2016 grant cycle.

Resolution moved by: _____

Resolution seconded by: _____

Adopted/Defeated/Deferred (underline one)

Date: _____

Attachment D

Proposed Change to Evaluation Criteria: Washington Wildlife and Recreation Program Water Access Category

Summary

The proposed changes to the evaluation criteria for the Washington Wildlife and Recreation Program (WWRP) Water Access Category are:

- Add a new question #2 regarding how the project addresses needs in the Statewide Comprehensive Outdoor Recreation Plan (SCORP), and
- Remove the bonus point from question #10: Cost Efficiencies.

Below is the evaluation summary for the WWRP Water Access category and the proposed new evaluation question #2 and changes to evaluation question #10 in a strikethrough and underline format.

For reference, the full set of evaluation criteria starts on page 71 of Manual 10a: Washington Wildlife and Recreation Program, Outdoor Recreation Account.

WWRP Water Access Evaluation Criteria Summary

Score	#	Question	Project Type	Maximum Points Possible	Weight	Focus
Advisory Committee	1	Public Need	All	15	~~21%~~19%	Local
Advisory Committee	2	SCORP Priorities	All	5	6%	State
Advisory Committee	~~2~~3	Immediacy of Threat	Acquisition	15	~~21%~~19%	Local
			Combination	7.5	10%	
Advisory Committee	~~3~~4	Project Design	Development	10	~~14%~~13%	Technical
			Combination	5	~~7%~~6%	
Evaluation Team	~~4~~5	Sustainability and Environmental Stewardship	All	10	~~14%~~13%	State
Advisory Committee	~~5~~6	Site Suitability	All	10	~~14%~~13%	Technical
Advisory Committee	~~6~~7	Expansion	All	5	~~7%~~6%	State
Advisory Committee	~~7~~8	Diversity of Recreational Uses	Development	5	~~7%~~6%	State
			Combination	2.5	3%	

WWRP Water Access Evaluation Criteria Summary						
Advisory Committee	~~8~~9	Project Support	All	10	~~14%~~13%	State, Local
Advisory Committee	~~9~~10	Cost Efficiencies	All	~~6~~5	~~7%~~6%	State, Local
RCO Staff	~~10~~11	Growth Management Act Preference	All	0	0%	State
RCO Staff	~~11~~12	Population Proximity	All	3	4%	State
	Total Points Possible:=~~74~~78					

*Focus: Criteria orientation in accordance with the following priorities:

- State–those that meet general statewide needs (often called for in Revised Codes of Washington or the State Comprehensive Outdoor Recreation Plan (SCORP))
- Local–those that meet local needs (usually an item of narrower purview, often called for in local plans)
- Technical–those that meet technical considerations (usually more objective decisions than those of policy).

Proposed New Evaluation Question #2: Statewide Comprehensive Outdoor Recreation Plan

2. SCORP Priorities. How will this project address statewide or regional priorities as described in the Statewide Outdoor Comprehensive Recreation Plan?

- How will this project specifically provide a diversity of recreation opportunities that meet the needs of the state's underserved populations which are:
    - People with disabilities
    - People of color
    - Residents over 46 years old
    - Women

- How will this project help increase physical activities among people of all ages and abilities or low income and diverse communities?

- Will this project support federal, state, regional or local health initiatives such as:

    - National Physical Activity Plan
    - Healthy Communities Washington from the Washington Department of Health
    - Local Community Health Assessment or Local Community Health Improvement Plan
    - Health Impact Assessments from the Robert Wood Johnson Foundation and Pew Charitable Trust

Evaluators score 0-5 points.

Adopted February 2016.

Proposed Changes to Evaluation Question #10: Cost Efficiencies

10. **Cost Efficiencies**. To what extent does this project demonstrate efficiencies or a reduction in government costs through documented use of donations or other resources?
Donations – cash, real property, volunteer labor, equipment use, or materials

- What are the donations for this project?
- Who is making the donation?
- What is the value of the donation and how was the value determined?
- Is the donation in hand?
- If the donation is not in hand, do you have a letter of commitment from the donor that specifies what is being donated and when?
- Is the donation necessary for implementation of the project? Are donations included in the project proposal?

Private grants awarded by non-governmental organizations

- Is there a private grant that is being used as match for this project?
- Who awarded the grant?
- What is the grant amount?
- What is the purpose of the grant?
- When will grant funds be available?

Are there other efficiencies for this project that will result in cost savings?

- What is the cost efficiency?
- Who is providing it?
- What's the value?
- When was the commitment made and when does it expire?

▲ Point Range: Evaluators award 0-5 points. ~~Evaluators may add 1 point to the score assigned above, if an applicant demonstrates cost savings through donations and private grants. Matching grants from governmental entities are not eligible for consideration under this factor.~~

Revised ~~January 2014~~ February 2016.

Public Comments Received

See the main body of the memo starting on page 3 for a discussion of the public comments received on the cost efficiencies and SCORP questions.

Recreation and Conservation Funding Board
Resolution 2016-05
WWRP Water Access Evaluation Criteria

WHEREAS, the Revised Code of Washington (RCW) 79A.15 authorizes the Recreation and Conservation Funding Board (board) to adopt evaluation criteria for the Washington Wildlife and Recreation Program (WWRP) Water Access category, and

WHEREAS, applicants and advisory committee members expressed concern about how to respond to the evaluation question on cost efficiencies;

WHEREAS, the Recreation and Conservation Office (RCO), with board direction, drafted a revision to the cost efficiencies evaluation question to address these concerns; and

WHEREAS, the board adopted The 2013 State Comprehensive Outdoor Recreation Plan (SCORP) which includes recommendations for meeting the outdoor recreation needs of the residents of Washington State including meeting the needs of underserved populations and promoting and supporting healthy populations;

WHEREAS, the RCO, with board direction, drafted a new evaluation question to incentivize applicants to address the needs identified in SCORP when proposing projects for grant funding; and

WHEREAS, RCO solicited comments about these two questions from over 2,545 members of the public and posted notice on its Web site and other sources, and

WHEREAS, staff reviewed the public comments, adjusted the evaluation questions as appropriate and recommends the board approve the proposed evaluation questions as presented in Attachments D, and

WHEREAS, the proposed evaluation questions are consistent with state law and the board's administrative rules,

NOW, THEREFORE BE IT RESOLVED, that the board adopts the proposed evaluation questions for cost efficiencies and SCORP for the WWRP Water Access category as described in Attachment D, and

BE IT FURTHER RESOLVED that the board directs RCO staff to incorporate these changes into the evaluation criteria and in the appropriate grant program manual; and

BE IT FURTHER RESOLVED that the evaluation criteria shall be effective beginning with the 2016 grant cycle.

Resolution moved by: _____

Resolution seconded by: _____

Adopted/Defeated/Deferred (underline one)

Date: _____

Attachment E

Proposed Change to Evaluation Criteria: Land and Water Conservation Fund

Summary

The proposed change to the evaluation criteria for the Land and Water Conservation Fund (LWCF) grant program is to remove the bonus point from question #9: Cost Efficiencies.

Below is the evaluation summary for the LWCF program and the proposed changes to evaluation question #9 in a strikethrough and underline format.

For reference, the full set of evaluation criteria starts on page 39 of Manual 15, Land and Water Conservation Fund.

LWCF Evaluation Criteria Summary

Scored by	#	Title	Project Type Questions	Maximum Points	Weight	Priority
Advisory Committee	1	Need	All projects	15	20%	SCORP
Advisory Committee	2	Need satisfaction and diversity of recreation	All projects	10	14%	SCORP
Advisory Committee	3	Immediacy of threat and viability	Acquisition	10	14%	Board
			Combination	5	7%	
Advisory Committee	4	Project design	Development	10	14%	SCORP
			Combination	5	7%	
Advisory Committee	5	Sustainability and environmental stewardship	All projects	10	14%	SCORP
Advisory Committee	6	Federal grant program goals	All projects	10	14%	National Park Service
Advisory Committee	7	Readiness	All projects	5	7%	Board
Advisory Committee	8	Community support	All projects	5	7%	Board

Advisory Committee	9	Cost efficiencies	All projects	~~6~~5	~~8%~~7%	Board
RCO Staff	10	Population proximity	All projects	3	4%	State law
RCO Staff	11	Applicant compliance	All projects	0	0%	National Park Service
			Total Points Possible	~~74~~73		

Proposed Changes to Evaluation Question #9: Cost Efficiencies

9. Cost efficiencies. To what extent does this project demonstrate efficiencies or a reduction in government costs through documented use of donations or other resources?

Donations – cash, real property, volunteer labor, equipment use, or materials

- What are the donations for this project?
- Who is making the donation?
- What is the value of the donation and how was the value determined?
- Is the donation in hand?
- If the donation is not in hand, do you have a letter of commitment from the donor that specifies what is being donated and when?
- Is the donation necessary for implementation of the project? Are donations included in the project proposal?

Private grants awarded by non-governmental organizations

- Is there a private grant that is being used as match for this project?
- Who awarded the grant?
- What is the grant amount?
- What is the purpose of the grant?
- When will grant funds be available?

Are there other efficiencies for this project that will result in cost savings?

- What is the cost efficiency?
- Who is providing it?
- What's the value?

- When was the commitment made and when does it expire?

▲ Point Range: Evaluators award 0-5 points.

~~Evaluators may add 1 point to the score assigned above, if an applicant demonstrates cost savings through governmental efficiencies. Matching grants from governmental entities are not eligible for consideration under this factor.~~

Revised February 2016

Public Comments Received

See the main body of the memo starting on page 3 for a discussion of the public comments received on the cost efficiencies question.

Recreation and Conservation Funding Board
Resolution 2016-06
Land and Water Conservation Fund Evaluation Criteria

WHEREAS, the Land and Water Conservation Fund (LWCF) Act authorizes the Recreation and Conservation Funding Board (board) to adopt evaluation criteria for the LWCF grant program, and

WHEREAS, applicants and advisory committee members expressed concern about how to respond to the evaluation question on cost efficiencies;

WHEREAS, the Recreation and Conservation Office (RCO), with board direction, drafted a revision to the cost efficiencies evaluation question to address these concerns; and

WHEREAS, RCO solicited comments from over 2,545 members of the public and posted notice on its Web site and other sources, and

WHEREAS, staff reviewed the public comments and recommends the board approve the proposed evaluation question as presented in Attachments E, and

WHEREAS, the proposed evaluation question are consistent with state law and the board's administrative rules,

NOW, THEREFORE BE IT RESOLVED, that the board adopts the proposed evaluation question #9 on cost efficiencies for the LWCF program as described in Attachment E, and

BE IT FURTHER RESOLVED that the board directs RCO staff to incorporate these changes into the evaluation criteria and in the appropriate grant program manual; and

BE IT FURTHER RESOLVED that the evaluation criteria shall be effective beginning with the 2016 grant cycle.

Resolution moved by: _____

Resolution seconded by: _____

Adopted/Defeated/Deferred (underline one)

Date: _____

Attachment F

Proposed Changes to Evaluation Criteria: Recreational Trails Program – Development and Maintenance Projects

Summary

The proposed change to the evaluation criteria for the Recreational Trails Program (RTP) is to remove the bonus point from question #8: Cost Efficiencies.

Below is the evaluation summary for RTP and the proposed changes to evaluation question #8 in a strikethrough and underline format.

For reference, the full set of evaluation criteria starts on page 40 of Manual 16, Recreational Trails Program.

RTP Development and Maintenance Projects Evaluation Criteria Summary					
Scored by	**#**	**Question**	**Maximum Points Possible**	**Weight**	**Project Type Questions**
Advisory Committee	1	Need	15	17%	All
Advisory Committee	2	Need satisfaction	15	17%	All
Advisory Committee	3	Project design	10	12%	Development
Advisory Committee	4	Maintenance	10	12%	Maintenance
Advisory Committee	5	Sustainability and environmental stewardship	10	12%	All
Advisory Committee	6	Readiness to proceed	5	6%	All
Advisory Committee	7	Cost-benefit	5	6%	All
Advisory Committee	8	Cost efficiencies	~~6~~5	~~7%~~6%	All
Advisory Committee	9	Project support	10	12%	All
RCO Staff	10	Matching shares	10	12%	All
RCO Staff	11	Growth Management Act preference	0	0%	All
Total Points Possible = ~~86~~85					

Proposed Changes to Evaluation Question #8: Cost Efficiencies

8. Cost Efficiencies. To what extent does this project demonstrate efficiencies or a reduction in government costs through documented use of donations or other resources?

- Donations – cash, real property, volunteer labor, equipment use, or materials
  - What are the donations for this project?
  - Who is making the donation?
  - What is the value of the donation and how was the value determined?
  - Is the donation in hand?
  - If the donation is not in hand, do you have a letter of commitment from the donor that specifies what is being donated and when?
  - Is the donation necessary for implementation of the project? Are donations included in the project proposal?
- Private grants awarded by non-governmental organizations
  - Is there a private grant that is being used as match for this project?
  - Who awarded the grant?
  - What is the grant amount?
  - What is the purpose of the grant?
  - When will grant funds be available?
- Are there other efficiencies for this project that will result in cost savings?
  - What is the cost efficiency?
  - Who is providing it?
  - What's the value?
  - When was the commitment made and when does it expire?

▲ Point Range: Evaluators award 0-5 points. ~~Evaluators may add 1 point to the score assigned above, if an applicant demonstrates cost savings through donations and private grants. Matching grants from governmental entities are not eligible for consideration under this factor.~~

Revised ~~January 2014~~ February 2016.

Public Comments Received

See the main body of the memo starting on page 3 for a discussion of the public comments received on the cost efficiencies question.

Recreation and Conservation Funding Board
Resolution 2016-07
Recreational Trails Program Evaluation Criteria

WHEREAS, the Recreational Trails Program (RTP) authorizes the Recreation and Conservation Funding Board (board) to adopt evaluation criteria for the RTP grant program, and

WHEREAS, applicants and advisory committee members expressed concern about how to respond to the evaluation question on cost efficiencies;

WHEREAS, the Recreation and Conservation Office (RCO), with board direction, drafted a revision to the cost efficiencies evaluation question to address these concerns; and

WHEREAS, RCO solicited comments from over 2,545 members of the public and posted notice on its Web site and other sources, and

WHEREAS, staff reviewed the public comments and recommends the board approve the proposed evaluation question as presented in Attachments F, and

WHEREAS, the proposed evaluation question is consistent with state law and the board's administrative rules,

NOW, THEREFORE BE IT RESOLVED, that the board adopts the proposed evaluation questions #9 on cost efficiencies for the RTP program as described in Attachment F, and

BE IT FURTHER RESOLVED that the board directs RCO staff to incorporate these changes into the evaluation criteria and in the appropriate grant program manual; and

BE IT FURTHER RESOLVED that the evaluation criteria shall be effective beginning with the 2016 grant cycle.

Resolution moved by: _____

Resolution seconded by: _____

Adopted/Defeated/Deferred (underline one)

Date: _____

Attachment G

Proposed Changes to Washington Wildlife and Recreation Program – Trails Category

Summary

The proposed changes to the Washington Wildlife and Recreation Program Trails Category are:

1. Policy change for an expanded definition of trail eligibility and requirements for trail separation from a roadway.

2. Evaluation Criteria Change: Trails and Community Linkages

3. Evaluation Criteria Change: Project Design

4. Evaluation Criteria Change: Water Access, Views, and Scenic Values

5. Evaluation Criteria Change: Wildlife Habitat Connectivity,

6. Evaluation Criteria Change: Remove the bonus point from question #9: Cost Efficiencies

7. Evaluation Criteria Change: Add a new question regarding how the project addresses needs in the Statewide Comprehensive Outdoor Recreation Plan (a SCORP Priorities question).

Proposed Policy Change

WWRP Manual 10a describes criteria for trails that must be "separated by physical barriers" (Manual 10a p. 3). The proposed policy change expands the definition of "physical barriers" and "separated" because project sponsors provide a diversity of structures and features, which staff must then evaluate on a case-by- case basis. Expanding the "separated by physical barriers" policy statement will improve project quality and bring consistency and guidance to the project planning, application, and evaluation processes, and help with RCO's compliance responsibilities.

1) POLICY CHANGE: TRAIL ELIGIBILITY AND SEPARATION FROM ROADWAY

The intent of this policy change is to ensure WWRP – Trails projects provide a quality recreational experience, and these funds do not supplant other fund sources that typically provide sidewalks along a roadway.

If adopted, the following policy updates will be made to Manual 10a, Trails Category, (pages 3-4) as noted in **RED** below:

"Grants in this category provide for projects whose primary intent is to acquire, develop, or renovate pedestrian, equestrian, bicycle, or cross-country ski trails. Projects may include land and/or facilities, such as trailheads; parking; rest, picnic, or view areas; and restrooms that directly support an existing or proposed public trial. These trails, their landscapes, signage, amenities, and barriers must conform to applicable federal, state and/or local codes and regulations. Trails funded through this program may have either hard or natural surfacing, or a combination thereof.

The intent of this funding source is to acquire, develop or renovate statewide, regional, and community-oriented recreational trails that provide linkages between communities or other trails, or provide access to destinations of interest to recreationists. Trails in this category are routes constructed for recreational use and may be used as an alternative to other forms of transportation.

Trails in this category must be for non-motorized use and cannot be part of a city street or county road ("roadway") such as a sidewalk or unprotected road shoulder, or any other area on the roadway such as a designated bike or combination bike and pedestrian lane.

Trails adjacent to a roadway ~~that are~~ must be separated by space and potentially physical barriers to ensure a quality recreational experience. ~~and are improved solely for pedestrian, equestrian, or bicycle use are eligible~~.

Where a trail funded in this category is wholly or partially along a roadway, that portion of the trail along the roadway must:

1. Be separated from the roadway by a pervious strip of land no less than 10 feet wide (or run length), or

2. If less than 10 feet, be separated from a roadway by no less than 3 feet of pervious land as long as a contiguous barrier exists between the roadway and trail.

   Barriers may include:

   - guardrails, curbs, fence, jersey barriers, or a contiguous row of thick shrubs,

   - a grade change of 3 feet or more between a roadway and trail.

   Barriers may not be contiguous where needed to allow drainage, create trail or pedestrian connections, to allow room for utilities such as a light pole, or create access for emergency or maintenance services.

A strip of land separating a trail from a roadway may not be required at or approaching a road crossing, if the trail needs to be located on a bridge or in a tunnel, or in other areas that have severe spacial limitations due to geography or landownership. In these instances, a barrier as described above is still required.

A pathway or access route developed primarily to connect elements, spaces, or facilities within a site is not a trail.

The board may waive non-statutory requirements.

Public Comments Received

Three individuals commented on the policy change which expands the definitions of "physical barriers" and "separated." All the commenters supported the proposed changes but two wanted RCO to add some additional exceptions and limitations on what type of separation should be required in various situations. Staff incorporated all of the commenters suggestions into the proposed policy change.

Public Comments on Updating the Definition of Eligible Trail/Defining Adequate Separation

Commenter	Comment	Staff Reply
Rich James Clallam County Transportation Program Manager	Although I would generally agree that regional trails should be separated from roadways whenever possible, this is not always possible or even advisable. There are many cases where a regional trail may need to run directly beside a road for a short distance in the narrow remaining right of way not occupied by the road and ditches. This scenario may result from a property owner that is unwilling to sell any additional right of way but the road right of way is sufficient to allow a trail to fit within the right of way as long as it is close to the road and get past the unwilling land owner. This may also be the case when a trail must use an existing highway bridge to get across a river or stream where building a separated trail bridge would be cost prohibitive. A trail behind a raised curb should be allowed where the above condition can be demonstrated. If a sidewalk behind a curb is considered to be safe for pedestrians then a regional trail would also be safe in this situation in areas where a separated trail is not possible and a break in the contiguous nature of the trail would result. An exception should be drafted to allow a wide curb separated sidewalk beside a road to serve as a short segment of the regional trail where a separated trail can be shown to be cost prohibitive or impossible due to unwilling sellers.	Thank you for commenting. Staff will add the lack of property ownership and using an existing bridge as examples of where a minimum separation may not be required.
Lunell Haught, President of Inland Northwest Trails Coalition	The new section on Trails next to roadways - this is the most problematic as we implement trails in the Spokane area. One situation is when a trail is actually a mixed use (people and bicycles) in what I would call a bike lane, but others are calling a 'situationally appropriate design'. Your rule suggests that a	Thank you for commenting. Staff will add to this policy proposal that the area of separation must be a pervious area, not a roadway, unless the project warrants

Commenter	Comment	Staff Reply
	3 foot buffer would be appropriate, and jersey barriers could be used, so what we will have, if this is adopted, is a jersey barrier running along a street. Not a nature experience. The second concern is that if federal trail standards are used that eliminates any surface that is not permeable. We are trying to construct nature trails and paths using permeable surfaces (packed dirt, crushed rock) and this rule would eliminate that option, as I read this. The challenge is when we get to Native American sites we can scrape and cover (permeable surface) but we cannot dig (non-permeable surface) with out entering the world of Archeological Permitting, etc. Can you help me understand if my concern here is real or if there are rules that the feds have that would allow non-permeable surfaces in grant programs.	an exception as described in the policy. RCW 79A.15.070 and existing Recreation and Conservation Funding Board policy do not direct the Board to consider the extent to which a project provides a nature experience. This policy proposal does not include requirements for trail surfacing. The need to comply with any guidance or standard mandated by law would be an allowable exception to the policy as proposed.
Brock Milliern Statewide Recreation Manager Conservation, Recreation & Transactions Division Washington State Department of Natural Resources, NOVA Advisory Committee Member	We support the proposed changes. In particular we applaud the more detailed intent which helps evaluators better frame their consideration of the diverse types of projects they may be asked to consider - from backcountry to urban road-adjacent.	Thank you for commenting.

Proposed Evaluation Criteria Changes

2) Proposed Evaluation Criteria Changes: Trails and Community Linkages

Problem	Staff Preliminary Recommendation
This evaluation question combines two distinct statutory preferences into one evaluation question. In doing so, and given the current guidance for the question, it may disadvantage projects with natural surface trails.	Staff is recommending re-creating two separate questions, "Linkages Between Trails" and "Linkages Between Communities," and providing guidance that may minimize any disadvantage due to trail surface type.
According to some stakeholders, the guidance in the Design, and Trails and Community Linkage questions may disadvantage applicants who want to construct natural surface/dirt trails.	Staff recommends amending the guidance in the Trails and Community Linkage questions to reduce the likelihood of disadvantage due to trail surface type.

Current Evaluation Question and Proposed New Questions

Intent	Current Question	Proposed Question(s)
Reduce Disadvantage for Soft Surface Trail Projects.	**2. Trails and Community Linkages.** Does the trail project connect trails and communities or provide linkages to community oriented facilities or resources? Applicants should show trail and/or community linkages to the advisory committee. To what extent does will the trail project link to existing trails or provide potential linkages? Does the project enhance a statewide or community trails network? Broadly interpret the term community to include, but not be limited to, the following linkages: • Neighborhoods, subdivisions, business districts • Destination facilities, such as parks, scenic overlooks, schools, churches, libraries • Urban to rural areas	**2. Linkages Between Trails.** Does the trail project connect existing trails? • Describe to what extent the proposed trail or trailhead links and serves existing trails and trail networks, or will provide potential linkages? • Does a coordinated plan identify the proposed linkages? • Does the project enhance a statewide, regional, or community trails network? **3. Linkages Between Communities.** Does the trail project connect communities? Applicants should show how the project will create linkages between communities. Broadly interpret the term *community* to include, but not be limited to, the following linkages: • Neighborhoods, subdivisions, business districts • Urban and rural areas • Destinations, such as parks, landscapes, scenic overlooks, schools, churches, libraries, cultural sites, or trail systems. • Disparate groups of people.

Proposed Evaluation Criteria Change: Project Design

Problem	Staff Preliminary Recommendation
According to some stakeholders, the guidance in the Design question may disadvantage applicants who want to construct natural surface/dirt trails.	Staff recommends amending the guidance in the Design question to reduce the likelihood of disadvantage due to trail surface type.

Current Evaluation Question and Proposed New Question

Intent	Current Question	Proposed Question(s)
Reduce Disadvantage for Soft Surface Trail Projects.	**4. Project Design.** Is the proposal appropriately designed for the intended use(s)? (Development and Combination projects only) Considerations include, but are not limited to: • Design complements need. • Design is barrier-free and accessible. • Adequate surfacing, width, spatial relationships. • Grades, curves, and switchbacks. • Appropriate setting and compatibility of uses. • Road crossings and trailhead locations. • Loops and destination trails. • Ease of maintenance. • Realistic cost estimates provided. • Renovation returns the site/facility to its original use and capacity. When considering renovation projects, a proposal to restore a currently underused site to its original intended capacity could score higher if the renovation is to correct problems that are due to circumstances beyond the control of the sponsor (i.e. natural disaster, reached life expectancy, etc.) and are not associated with inadequate maintenance of the facility.	**5. Project Design.** Is the proposal appropriately designed for the intended use(s)? (Development and Combination projects only) Considerations include, but are not limited to: • Design consistent with need, and need of intended users. • Adequate surfacing, width, spatial relationships. • Design reduces user conflicts. • Appropriate setting. • Road and trail crossings well planned. • Signs and parking provided at trailhead locations. • Loops and destination of trails. • Ease and cost of maintenance. • Realistic cost estimates provided. • Based on the most current applicable Americans with Disabilities Act or Architectural Barriers Act standard, guidance, or best practice, the design is accessible to the greatest extent possible, given the context and purpose of the trail. • If trail is adjacent to a roadway, is there adequate separation from the roadway to ensure a safe and quality recreation experience? Renovation returns the site/facility to its original use and capacity, or expands its capacity and useful life (the need for renovation should not be due to lack of adequate maintenance)?

Proposed Evaluation Criteria Changes: Water Access, Views, and Scenic Values

Problem	Staff Preliminary Recommendation
This evaluation question combines two distinct statutory preferences into one question and according to some stakeholders and evaluators, gives excessive advantage to projects adjacent to water. For projects not near water, stakeholders cite the water access and views portion of the question as a disadvantage.	Staff recommends the Board consider reducing the weight water access currently carries in the evaluation instrument.

Current Evaluation Question and Proposed New Questions

Intent	Current Question	Proposed Question(s)
Reduce Disadvantage For Trails with No Water Access.	**6. Water Access, Views, and Scenic Values.** Does the project provide scenic values and/or direct and immediate recreational *access to or views of* a "significant" natural water body? Water access is the primary criterion; scenic values or views of water are secondary.[2] Considerations include, but are not limited to: • How long does it take to reach the access? • What quality is the access (for example, are there obstructions – vegetation, mud, inclines, etc.)? • What percentage of visitors likely will use the access? • What activities are enhanced by the access? • Is comparable access available nearby? • What is the quality of any view of water (consider obstructions, restrictions, distance, clarity, diversity, etc.)? • How does distance and perspective affect the view or scenic value? • How much diversity and variety is provided by the view? (A view may be more interesting if it simultaneously includes water, mountains, sky, or water, city skylines, and other diverse elements.) ▲ Points 0 - 10	**7. Water Access.** Does the project provide direct access to water (physical access by person or boat)? Considerations include, but are not limited to: • How long does it take to reach the water access? • What quality is the access (for example, are there obstructions – vegetation, mud, inclines, etc.)? • What percentage of visitors likely will use the access? ▲ Points 0-3 **8. Scenic Values of the Site.** Does the project provide scenic values and/or views of water? • How long does it take to reach an area of scenic value or views of water? What percentage of visitors likely will access these? • Is there scenic values and views of high quantity and quality? • How does distance and perspective affect the view or scenic value? • How much scenic view variety is provided. ▲ Points 0-7

Proposed Evaluation Criteria Change: Wildlife Habitat Connectivity

Problem	Staff Preliminary Recommendation
Applicants find this question hard to answer and evaluators find the question difficult to score as many trails projects develop areas that provide wildlife habitat, or otherwise introduce people into areas where wildlife exists. The question is not precisely the preference stated in statute.	Staff suggests the board return this question to its statutory roots, and simplify the guidance given to applicants and evaluators. The statutory preference is called "Enhancement of wildlife habitat" for which there is no statutory definition.

Current Evaluation Question and Proposed New Question

Intent	Current Question	Proposed Question(s)
Reduce Difficulty, Return to Statutory Verbiage	**7. Wildlife Habitat Connectivity.** Will this proposal enhance wildlife's *access to food, water, or cover*?[3] Although wildlife biologists commonly agree that most trails act as barriers that negatively impact wildlife connectivity, such is not always the case. Consider, is the project likely to enhance access to food, water, or cover? That is: • Will it add any of these elements where they are lacking? • Will it protect these elements where they are declining? • Will the trail introduce significant human intrusions? • What steps will the sponsor take to mitigate or minimize impacts to fish and wildlife?	**9. Enhancement of Wildlife Habitat**. • How will this proposal enhance wildlife habitat beyond what may be required by a development or land use authority such as statute, ordinance, permit, rule and regulation, mitigation requirement, etc.? • What are the potential outcomes of your efforts? Why and how will they benefit wildlife?

Summary

The following Trails Evaluation Criteria Summary represents the new criteria if all of the proposed evaluation criteria changes herein are adopted by the board.

Current complete WWRP – Trails program evaluation criteria can be found in Manual #10a, Washington Wildlife and Recreation Program 2014 (p56 - 67).

Current Evaluation Criteria Summary with Proposed Changes in RED.

Trails Evaluation Criteria Summary

Score	#	Question	Project Type	Maximum Points Possible
Advisory Committee	1	Need	All	15
Advisory Committee	**2**	**Linkages Between Trails**	All	**7.5**
Advisory Committee	**3**	**Linkages Between Communities**	All	**7.5**
Advisory Committee	**4**	Immediacy of Threat	Acquisition Combination	15 7.5
Advisory Committee	**5**	**Project Design**	Development Combination	15 7.5
Evaluation Team	**6**	Sustainability and Environmental Stewardship	All	10
Advisory Committee	**7**	**Water Access**	All	**3**
Advisory Committee	**8**	**Scenic Values**	All	**7**
Advisory Committee	**9**	**Enhancement of Wildlife Habitat**	All	5
Advisory Committee	**10**	**SCORP Priorities**	All	**5**
Advisory Committee	**11**	Project Support	All	10
Advisory Committee	**12**	**Cost Efficiencies**	All	**5**
RCO Staff	**13**	Growth Management Act Preference	All	0
RCO Staff	**14**	Population Proximity	All	3
			Total Points Possible:	**93**

Public Comments Received

Six individuals commented on the proposed changes to the evaluation criteria. All commenters supported the proposed changes but five did not support the proposed change to the current Water Access, Views, and Scenic Values question.

Public Comments on Changing the WWRP Trails Evaluation Criteria

Commenter	Comment	Staff Reply
Jim Harris	I have reviewed and support the recommended changes to the evaluation criteria for grant applications in both the WWRP - Trails program and the Recreational Trails program. Having served as Washington State Parks and Recreation Commission's, Eastern Region Director, for 19 years, I worked with many communities in the cooperative development of trail proposals, and most recently worked with Grant County PUD developing criteria based recreational priorities within their hydro-electric project; I find that the proposed changes enhance each programs effort to provide sound criteria for project developers and grant evaluation panels.	Thank you for responding.
Karen Daubert Executive Director, Washington Trails Association Trygve Culp President, Back Country Horsemen of Washington Yvonne Kraus Executive Director, Evergreen Mountain Bike Alliance Elizabeth Lunney Interim Executive Director, The Mountaineers	Thank you for the opportunity to comment on the proposed policy changes for the Washington Wildlife and Recreation Program's Trails Category. Washington Trails Association, Back Country Horsemen of Washington, Evergreen Mountain Bike Alliance and The Mountaineers share a common interest in facilitating meaningful opportunities for all Washington residents to engage in outdoor recreation. Every year, our members contribute thousands of hours to ensure that existing trails are safe, sustainable and able to meet an ever-growing demand for new trails. We have a strong stake in creating opportunities that introduce a younger and more diverse group to the outdoors: they will be our future stewards and also represent communities most affected by lack of access to recreation opportunities. The Washington Wildlife and Recreation Program (WWRP) is essential in providing outdoor recreation experiences that create healthy, economically vital communities. Since 1989, the successful implementation	Thank you for commenting. RCW 79A.15.070 (vii) requires the Recreation and Conservation Funding Board to give consideration to the "Availability of water access or views" in making its funding decisions. In this statute, staff interpret "consideration" to include giving a evaluation point preference for this project element.

Commenter	Comment	Staff Reply
	of the program has demonstrated a commitment to finding solutions that fulfill unique community needs, facilitate the participation of underserved populations and reflect the demonstrated intent of the legislature to fund trails that are so fundamental to accessing the state's great outdoors, whether that is on a mountain top or right in town. 1. Evaluation Criteria Change: Trails and Community Linkages We support the proposed changes to the Trails and Community Linkages evaluation question. In 2004 the Recreation and Conservation Funding Board (RECREATION AND CONSERVATION FUNDING BOARD) followed staff recommendation to change the WWRP Trails evaluation criteria to combine evaluation questions for "Community Linkages" and "Trail Linkages." Currently the Trails and Community Linkages evaluation question is often literally interpreted and scored according to trail projects that serve as a literal means of transportation between two points. We appreciate that the "Linkages Between Trails" and "Linkages Between Communities" has been split into two questions with a clearer definition of the term "community" as it pertains to trail and their connection to a broadly interpreted definition of "community." In the past, this question has created a noticeable imbalance between hard surface and soft surface trail projects as typically hard surface trail projects provide a literal linkage between two communities, while soft surface trails may provide a literal linkage or they may provide a linkage to a community destination, such as a park or scenic overlook. This change should provide more balance between trail projects.	

Commenter	Comment	Staff Reply
	2. Evaluation Criteria Change: Project Design We support the proposed changes to the Project Design evaluation question. Currently, this criterion places a heavy emphasis on the accessibility of a proposed trail and an applicant's score often turns on that factor. Out of context, a hard surface trail is essentially more accessible and will always score higher than a soft-surface trail if the criterion is interpreted in this manner. But when assessing a community's need for a trail, context is inescapable. If a community has a pressing need for a soft-surface front country trail or connector, the accessibility of that trail can only be judged within the context of that need. When the legislature developed the guidelines, they intended for the accessibility of a trail to be judged depending on the nature and purpose of the trail and the corresponding need. Although similar guidelines have not yet been developed for non-federal trails, the guidelines to ensure that federal trails comply with the Americans with Disabilities Act (ADA) illustrate a context-specific interpretation of accessibility. These guidelines provide exceptions for situations where terrain and other factors make compliance impracticable or where compliance would fundamentally alter a site's function or purpose. (Architectural Barriers Act Accessibility Guidelines; Outdoor Developed Areas). We appreciate the rewording of this evaluation question to provide more specificity regarding accessibility design standards and guidelines that allow more flexibility for the intended purpose and use of the intended trail project.	

Commenter	Comment	Staff Reply
	3. Evaluation Criteria Change: Water Access, Views and Scenic Values We have some questions with the proposed changes to the Water Access, Views and Scenic Values evaluation question. In 2004 RECREATION AND CONSERVATION FUNDING BOARD followed staff recommendation to change the WWRP Trails evaluation criteria to combine "Water Access and Views" with the "Scenic Values" evaluation question. The current criterion places undue emphasis on access to, or views of, water. Where the RCW instructs the board to consider the "water access, views, and scenic values" of the proposed trail, with no demonstrated preference, the criterion explicitly favors water access and water views: "Water access is the primary criterion; scenic values or views of water are secondary." This interpretation neglects the legislature's intent to consider other views and scenic values that are unrelated to a natural water body. Because this criterion is currently weighted at 10 points, the undue emphasis on water access and water views has a significant impact on the applications that receive funding and may outweigh other fundamental factors. Although water access and water views may indicate the greater desirability of an application if all other fundamental factors are equal, it should not be given greater weight than the other fundamental factors. We are very pleased to see that the language "water access is the primary criterion; scenic values or views of water are secondary" has been removed from the evaluation question, which favored water access and created imbalance among projects.	

Commenter	Comment	Staff Reply
	However, we do question whether the intent to "reduce potential disadvantage for trails with no water access" is met with the change to split "Water Access" and "Scenic Values of the Site" into two questions that have separate point distributions. Please allow us to elaborate with two scenarios: Scenario 1: Proposed trail project with zero water access and incredible scenic value. If there is a proposed trail project that does not have any water access, we assume that project will receive zero points for the "Water Access" question. The same project has incredible scenic value, so it receives 7 points for "Scenic Values of the Site." Total points received between the two questions is 7. Scenario 2: Proposed trail project has ample water access and incredible scenic value. If there is a proposed trail project that has ample water access, we assume that project will get 3 points for the "Water Access" question. The same project also has incredible scenic value, so it receives the maximum 7 points for "Scenic Values of the Site." Total points received between the two questions is 10. The result remains that trail projects without water access are still at a disadvantage simply because those projects do not go near water. Although water access and water views may indicate the greater desirability of an application if all other fundamental factors are equal, it should not be given greater weight than the other fundamental factors. Unfortunately greater weight is still provided to "Water Access" simply by being a question asked of grant applicants.	

Commenter	Comment	Staff Reply
	Conclusion Washington state is blessed with some of the most iconic places to recreate in the country – if not the world. With hiking, biking and equestrian trails just steps away from the backyards of many communities, the quality of recreational experiences that we have are unparalleled and the reason that many seek to move here. Our trails are the way for people to access the natural world and have many benefits that also extend beyond recreation, including health, educational and economic values. Our organizations believe that the proposed policy changes will go far in addressing the most pressing outdoor recreation needs of our communities, facilitate increased participation of underserved populations and reflect the demonstrated intent of the legislature to fund soft surface trails that are so vital to the enjoyment of the outdoors in our state. If these changes are implemented, it would be a positive step in ensuring the long-term stability and support of the Washington Wildlife and Recreation Program throughout the state. We appreciate the opportunity to provide feedback on the proposed changes. Please do not hesitate to contact us if we can assist you or answer any questions.	
Brock Milliern Statewide Recreation Manager Conservation, Recreation & Transactions Division Washington State Department of Natural Resources, NOVA Advisory	Seven changes are proposed to the evaluation criteria of this program: **1) Trails and Community Linkages** Comment: we support the proposed change which would create two evaluation criteria, one for linkage between communities and one for linkage between trails. This creates consistency with the criteria identified in RCW 79A.15.070. In addition, the "factors to consider" will provide valuable guidance to applicants and evaluators.	Thank you for commenting.

Commenter	Comment	Staff Reply
Committee Member	**2) Project Design** Comment: we support the proposed change which would appropriately reflect the goal of accessibility to the greatest extent possible given the context and purpose of the project, rather than a narrow interpretation of barrier-free and accessible. **3) Water access, views, and scenic values** Comment: in general we support the proposed change which creates a new criteria for "Scenic Values of the Site". However, the revised criteria "Water Access" is unnecessarily narrow whereas the RCW lists the criteria as "water access or views". We suggest expanding the criteria heading to "Water Access or Views" to align with the RCW and where the factors to consider say "water access" replace with "water access or views of water". **4) Enhancement of Wildlife Habitat** Comment: we support the proposed change which best aligns with the RCW. While the actual enhancement of wildlife habitat through recreation facilities is difficult to achieve this evaluation criteria is written in a way that best allows applicants to identify any measures that they may undertake.	

Recreation and Conservation Funding Board
Resolution 2016-08
Washington Wildlife and Recreation Program Trails Category Evaluation Criteria and Policy Change

WHEREAS, the Revised Coad of Washington (RCW) 79A.15 authorizes the Recreation and Conservation Funding Board (board) to adopt evaluation criteria for the Washington Wildlife and Recreation Program (WWRP) Trails Category, and

WHEREAS, Recreation and Conservation Office (RCO) staff requests further policy development for trail and road separation requirements;

WHEREAS, applicants and advisory committee members expressed concern about how to respond to the evaluation question on cost efficiencies;

WHEREAS, the Recreation and Conservation Office (RCO), with board direction, drafted a revision to the cost efficiencies evaluation question to address these concerns; and

WHEREAS, the board adopted The 2013 State Comprehensive Outdoor Recreation Plan (SCORP) which includes recommendations for meeting the outdoor recreation needs of the residents of Washington State including meeting the needs of underserved populations and promoting and supporting healthy populations;

WHEREAS, the RCO, with board direction, drafted a new evaluation question to incentivize applicants to address the needs identified in SCORP when proposing projects for grant funding; and

WHEREAS, RCO solicited comments from over 2,545 members of the public and posted notice on its Web site and other sources, and

WHEREAS, staff reviewed the public comments and recommends the board approve the proposed evaluation criteria as presented in Attachments G, and

WHEREAS, the proposed evaluation criteria and policy for trail and road separation requirements are consistent with state law and the board's administrative rules,

NOW, THEREFORE BE IT RESOLVED, that the board adopts the proposed evaluation criteria and policy changes for the WWRP - Trails program as described in Attachment G, and

BE IT FURTHER RESOLVED that the board directs RCO staff to incorporate these changes in the appropriate grant program manuals; and

BE IT FURTHER RESOLVED that the evaluation criteria and policy changes shall be effective beginning with the 2016 grant cycle.

Resolution moved by: _____

Resolution seconded by: _____

Adopted/Defeated/Deferred (underline one)

Date: _____

Attachment H

Proposed Changes to Nonhighway and Off-Road Vehicle Activities

Summary

The proposed changes to the evaluation criteria for the Nonhighway and Off-road Vehicles Activities (NOVA) program are:

1. Revise the question on Sustainability and Environmental Stewardship, and Planning criteria (these are related) for a pilot period of one grant cycle and evaluate further needed changes.
2. Establish a transparent evaluation pathway for Combination Projects.
3. Add a Statewide Comprehensive Outdoor Recreation Plan (SCORP) Priorities Question.

Proposed Evaluation Criteria Changes

1. The sustainability and environmental stewardship question as taken from other programs does not apply to "Planning" projects in NOVA, and the standard guidance for "Development" projects are inadequate for the range of work commonly performed in a "Maintenance and Operations" projects. To maximize the benefit of the sustainability and environmental stewardship evaluation question, the question should directly apply to all project types and the guidance within the question should directly relate to the work performed in each project type.
2. It is unclear in the Evaluation Criteria Summary how Combination Acquisition and Development Projects are scored. Without clear published guidance, applicants and evaluators need direction from staff on how Combination Acquisition and Development Projects will be scored.

The current evaluation criteria including the complete Sustainability and Environmental Stewardship criterion guidance is referenced in Manual 14, Nonhighway and Off-road Vehicle Activities.

1) PROPOSED EVALUATION CRITERIA CHANGES: SUSTAINABILITY AND ENVIRONMENTAL STEWARDSHIP, AND PLANNING PROJECT CRITERION

A. Remove the Sustainability and Environmental Stewardship guidances from the Planning question.

Proposed changes to the Planning question are indicated in **RED strikeout.**

6) Planning. To what extent will the proposed plan or study help provide opportunities and address sustainability of the natural environment?[1] (Applicants respond only to bulleted items clearly relevant to your project.)

Recreation Benefit and Public Involvement Factors

- Will this project directly benefit the intended recreation? Explain. (For example, will it result in a development proposal, or will more planning be required?)

What are the results of any public involvement in the planning proposal? Proposed Plan Scope and Outcomes Factors

- Are the project's planning goals and objectives appropriate? Explain.

- Is the proposed plan or study cost-effective?
- Does the plan or study reflect current planning or design standards or is the approach untested?
- Are there any conditions on site or in the study area that might require extraordinary or unique planning or design efforts?
- What is the complexity or feasibility of environmental mitigation that could be required?
- Does the plan or study address maintenance and stewardship of the planning area?
- What are the qualifications and experience of the personnel, including consultants?

~~Sustainability Factors~~

- ~~How do the natural characteristics of the site support future planned uses?~~
- ~~Will the plan or study address how to protect, enhance, or restore wetlands and other ecosystem functions of the site?~~
- ~~Does the plan or study include a response to any invasive species on site or within the study area?~~
- ~~What other noteworthy characteristics demonstrate how the natural features within the planning area contribute to energy efficiency, less maintenance, fewer environmental impacts, or sustainability?~~

Point Range: 0-5 points, which staff later multiplies ~~by 4~~, by **2**

0 points	Evidence is vague or it appears that the project will not lead to new opportunities for the intended type of recreation. ~~or does not show any concepts of sustainability.~~
1-2 points	Fair to moderate evidence. Proposal likely will lead to weak or below average new recreation opportunities. ~~and sustainability concepts.~~
3 points	Good. Proposal likely will lead to an above average or several solid recreation opportunities. ~~and sustainability concepts.~~
4-5 points	Very good to excellent. Proposal likely will lead to an outstanding opportunity in the intended recreation type. ~~and improved sustainability concepts.~~

B. Apply the Sustainability and Environmental Stewardship question as a stand-alone criterion to all project types, and reduce its total point value to 5 for a pilot period of one grant cycle.
Changes to the evaluation criteria with regard to the Planning question's total potential points and applying the Sustainability and Environmental Stewardship question as a stand-alone question for all project types are represented in the "Summary" section of this document.

C. Amend the Sustainability and Environmental Stewardship question and create custom guidances for each unique project type.
The following are the proposed changes to the Sustainability and Environmental Stewardship evaluation question. Changes to the top line question are in **RED.** Guidances (that follow the top line question) for Acquisition and Planning are mostly new, and Maintenance and Operations guidances are completely new.

7. Sustainability and Environmental Stewardship. Will the project result in a project, plan, or program that protects ~~quality, sustainable, recreational opportunity while protecting~~ the integrity of the environment?

Factors to consider for different project types ~~acquisition, maintenance and operation and/or development projects~~ are outlined in the tables below.

Acquisition and Planning	Development
How was your project site selected and how can impacts to ecosystem functions or habitat loss be minimized or avoided?	Does the proposed development protect natural resources onsite and integrate sustainable elements such as low impact development techniques, green infrastructure, or environmentally preferred building products?
How will the proposed uses avoid environmental impacts and support the ecosystem functions of the property to include any aquatic resources?	Vegetation/Surfaces – Are you replacing invasive plant species with native vegetation? Are you using pervious surfaces for any of the proposed facilities?
Are there invasive species on site? If there are, what is your response plan to limit the presence and spread of invasive species in your project and future recreational uses?	Education – Are you installing interpretive panels/signs that educate users about sustainability?
What is the strategy or plan for maintenance and stewardship of the site? How will your planned operation and maintenance preserve or protect natural resources?	Materials – What sustainable materials are included in the project? Will these material result in a long useful life of the project?
How do the natural characteristics of the site support future planned uses? What natural features do you plan to retain?	Energy – What energy efficient features are you adding?
For the planned use of the site, do you expect to go beyond the expected permitting and mitigation requirements?	What modes of transportation provide access to the site?
What natural elements of the site do you plan to retain/protect? Is there an opportunity for public environmental education?	Water – Is the on-site storm water managed by rain gardens, porous paving, or other sustainable features? Does the design exceed permit requirements for storm water management?
Will the planned project protect wetlands or wetland functions? Describe the size, quality, and classification.	If there are wetlands on site, describe the size, quality and classification and explain how the design considers the wetland functions.
Compare your site and your expected development to other developed sites nearby. How is yours more sustainable and environmentally responsible than others?	What is the strategy or plan for long-term maintenance and stewardship of the site?
What other noteworthy characteristics of the planned project contribute to environmental protection, energy efficiency, less maintenance, fewer environmental impacts, or sustainability?	What other developed features will contribute to increasing energy efficiencies, reducing maintenance, minimizing environmental impacts, or being more sustainable?

Maintenance and Operation

In evaluating alternative approaches to your maintenance and operations, did you consider and reject any to reduce impacts to natural resources and reduce pollution?	If replacing an existing structure or rerouting a trial, will this reduce existing negative impacts to ecosystem function or habitat? Will your invasive species response plan reduce the presence or spread of invasive species?
Do you have a maintenance and operation plan that prioritizes environmental stewardship?	Are the materials, equipment, and products you use environmentally responsible? Will they result in a long useful life?
Do you require staff and contractor training in tasks that reduce waste, lower emissions, and reduce impacts to natural resources?	When upgrading facilities, to what extent can you leverage these upgrades to improve your stewardship of natural resources and reduce waste and pollution?
What other noteworthy characteristics of your project contribute to environmental protection, energy efficiency, less maintenance, fewer environmental impacts, or sustainability?	Does your maintenance and operation program have a public education component? How do you communicate with your users about how they can reduce their environmental impacts
In what ways will your maintenance and operations reduce impacts to ecosystem function and habitat that would otherwise occur?	Compare your site and your expected development to other developed sites nearby. How is your planned development more sustainable and environmentally responsible than others?
In what ways will your maintenance and operations extend the useful life of the facility or preserve public access?	

Point Range: Evaluators award a maximum of 5 points. ~~that are multiplied later by 2.~~

2) ESTABLISHING A TRANSPARENT PATHWAY TO SCORE COMBINATION PROJECTS

The proposed changes are represented below in **RED** in the current evaluation criteria summary. The following NOVA Evaluation Criteria Summary represents the new criteria if all of the proposed evaluation criteria changes herein are adopted by the RCFB.

Current Evaluation Criteria Summary with Proposed Changes in RED.

NOVA Evaluation Questions Summary				
Scored By	**Evaluation Question**	**Title**	**Category and Project Type Questions**	**Maximum Points**
Advisory Committee	1	Need	All	15
Advisory Committee	2	Need fulfillment	All	15
Advisory Committee	3	Site suitability	Acquisition	10
			Combination Acquisition and Development	**5**
Advisory Committee	4	Project design	Development	10
			Combination Acquisition and Development	**5**
Advisory Committee	5	Maintenance	Maintenance and Operation	10
Advisory Committee	6	Planning	Planning	**10**
Advisory Committee	7	Sustainability and Environmental Stewardship	**All**	**5**
Advisory Committee	8	Readiness to proceed	All	5
Advisory Committee	9	Predominantly natural	Nonmotorized and Nonhighway Road category projects only.	5
Advisory Committee	10	Project support	All	10
Advisory Committee	11	Cost-benefit	All	5
Advisory Committee	**12**	**SCORP Priorities**	**All**	**5**
RCO staff	**13**	Matching shares	All	5
RCO staff	**14**	Population proximity	All	2
RCO staff	**15**	Growth Management Act preference	All	0
Nonhighway and Nonmotorized Total Points Possible				**82**
ORV Total Possible Points				**77**

Public Comment Received

Four individuals commented on the proposed criteria changes. Two supported all of the proposed changes. One commenter approved all the proposed changes while questioning the merits of some of the sustainability and environmental stewardship guidance. This commenter provided suggestions for improving this criterion, many of which have been incorporated into the proposed changes. One commenter recommended eliminating the sustainability and environmental stewardship criterion or dramatically simplifying it.

The commenters did not oppose modifying the criteria instrument to specify a pathway to evaluate a Combination project, one supported it.

Commenter	Comment	Staff Reply
Marc Toenyan, RTP Advisory Committee Member	Approve as written	Thank you for commenting.
Arlene Brooks	I have reviewed the proposed changes to revise the Sustainability & Environmental Stewardship and Planning Criteria; adding SCORP priority question; and establish a transparent evaluation pathway for combination policy. I concur with staff's recommendation in regards to options for consideration: Option 3 – add to all projects types a standalone question; Option 2 – include clear evaluation pathway in evaluation criteria summary; and Option 2 – Create a new evaluation question regarding SCORP. I believe with staff recommending a pilot period of one grant cycle during the evaluation process – this will give the above mentioned policies a workable timetable.	Thank you for commenting.
John E Spring Manager, Spring Trust for Trails	I will say as someone scoring the RTP and NOVA projects over the years, that the environmental sustainability question is of very low value. I recommend that this question be removed all together, as it is complicated for the applicant as well as the Grader really putting an honest evaluation	Thank you for your comment. The proposed Sustainability and Environmental Stewardship guidance identifies project materials as relevant to the evaluation question.

Commenter	Comment	Staff Reply
	score on it. Applicants tend to be "all over the map" on this question in their process. A more appropriate question might be asked has the applicant completed NEPA requirement yet and that answer in its self will answer any sustainability question. To me another question to ask the applicant is availability of material for the project can natural material be used or is this project requiring high use of non-native materials, thus the question of expected life from the project.	
Brock Milliern Statewide Recreation Manager Conservation, Recreation & Transactions Division Washington State Department of Natural Resources, NOVA Advisory Committee Member	Three changes are proposed to the evaluation criteria of this program: 1**) Modify how Sustainability and Environmental Stewardship is evaluated by creating a stand-alone question for all project types and providing factors to consider which are unique for each type.** Comment: we support the proposed change to evaluation questions 6 and 7. However we do have significant concerns with a number of the "factors to consider" for the project types Acquisition and Planning and Maintenance and Operation. Rather than providing general guidance to assist an applicant in answering the question (and committee members in scoring) these are more leading and in some cases set unrealistic expectations. Some examples and suggestions for improvement are given below: ***Acquisition and Planning*** • <u>Current</u> - In evaluating alternative sites and designs, did	Thank you for commenting. Staff will implement your suggested changes to the Acquisition and Planning, and Maintenance and Operations question guidances/"Things to consider" with the exception of the proposed guidance: "For the planned use of the site, do you expect to go beyond the expected permitting and mitigation requirements?" This guidance will remain as is. It is meant to benefit projects where the sponsor invests resources to protect the environment beyond permit requirements, which supports the Recreation and Conservation Funding Board Sustainability Policy goals. Also, staff will leave the guidance that suggests comparing the project with a similar site nearby. Showing how project planning and implementation has evolved over time and learning from other similar projects has merit in the criterion.

Commenter	Comment	Staff Reply
	you reject them to avoid impacts to ecosystem functions or loss of habitat. <it is not uncommon for factors to allow only one possible site for consideration but the absence of alternative sites shouldn't be meant to imply that this location is not highly suitable. Applicants may see this as directing them to create "alternatives" that were never really suitable simply to show they rejected them.> Suggested - Indicate how your site was selected and how you will minimize negative impacts to ecosystem function or habitat. • Current - Are there invasive species on site? If there are, what is your response plan? Will the planned development of the property limit the presence and spread of invasive species? <any development has the potential to increase the dispersal of invasive species through clearing, ground disturbance, and transportation. The key to reducing the presence and spread on any property is the creation and implementation of a well developed response plan> Suggested - Are there invasive species on site currently? What is your response plan to prevent the introduction or limit the spread of invasives during both development and future recreational use? • Current - For the planned use of the site, do you expect to go beyond the expected permitting	

Commenter	Comment	Staff Reply
	and mitigation requirements? <the implication is that county, state, and federal regulations are insufficient to provide environmental protection and that applicants are well suited to identify ways of expanding these protections. This creates the opportunity for increasing project costs without any real benefits and in some situations may actually introduce unintended and undesirable consequences.> Suggested - <this question should be removed > • Current - Compare your site and your expected development to other developed sites nearby. How is yours more sustainable and environmentally responsible than others? <the evaluation of this project should be based on its own merits, not whether the applicant can find other older and inferior sites against which to benchmark.> Suggested - <this question should be removed> ***Maintenance and Operations*** • Current - If renovating or creating something new, how do you protect natural resources, habitat, and reduce impacts to ecosystem function to include discouraging invasive species? <in general an M&O grant wouldn't be creating something new, so the scope of the guidance should be narrowed> Suggested - If replacing an existing structure or rerouting trail, will this reduce existing	

Commenter	Comment	Staff Reply
	negative impacts to ecosystem function or habitat? Will your invasive species response plan reduce the presence or spread of invasive species? • Current - Do you use high mileage, low emission vehicles and equipment? Do your require this in your contracting procedures? <while this is a desirable goal for government agencies to pursue in their fleet vehicles it is unrealistic to reflect this in the equipment needed for hauling of machinery and tools as well as heavy maintenance such as excavators> Suggested - <if this is an important goal for RCO this question should be used only in project types where equipment isn't necessarily transported - acquisition, planning, and development.> • Current - < attention in the current factors to consider is given exclusively to environmental stewardship, no attention is give to the other element of this criteria which is sustainability.> Suggested - In what ways will your maintenance and operation extend the useful life of the recreational facility or preserve public access? • Suggested - How will your maintenance and operations reduce impacts to ecosystem function and habitat that would otherwise occur? •	

Commenter	Comment	Staff Reply
	3) Establishing a transparent pathway to score combination projects Comment: We appreciate the objective of improving the evaluation of combination acquisition & development projects and support the proposed change to apply the site suitability and the project design criteria.	

Recreation and Conservation Funding Board
Resolution 2016-09
Nonhighway and Off-Road Vehicle Activities Program Evaluation Criteria Changes

WHEREAS, pursuant to state law, the Recreation and Conservation Funding Board (board) administers and approves polices that govern the Nonhighway and Off-Road Vehicle Activities (NOVA) program, and

WHEREAS, the board adopted The 2013 State Comprehensive Outdoor Recreation Plan (SCORP) which includes recommendations for meeting the outdoor recreation needs of the residents of Washington State including meeting the needs of underserved populations and promoting and supporting healthy populations;

WHEREAS, the RCO, with board direction, drafted a new evaluation question to incentivize applicants to address the needs identified in SCORP when proposing projects for grant funding;

WHEREAS, previously published program manuals omitted a pathway for scoring Combination projects;

WHEREAS, board resolution 2011-22 encourages the use of sustainable design, practices, and elements in grant funded programs,

WHEREAS, RCO solicited comments from over 2,545 members of the public and posted notice on its Web site and other sources, and

WHEREAS, staff reviewed the public comments and recommends the board approve the proposed evaluation criteria as presented in Attachments H, and

WHEREAS, the proposed evaluation criteria changes are consistent with state law and the board's administrative rules,

NOW, THEREFORE BE IT RESOLVED, that the board adopts the proposed evaluation criteria changes for the NOVA program as described in Attachment H, and

BE IT FURTHER RESOLVED that the board directs RCO staff to incorporate these changes in the appropriate grant program manuals; and

BE IT FURTHER RESOLVED that the evaluation criteria and policy changes shall be effective beginning with the 2016 grant cycle.

Resolution moved by: _____

Resolution seconded by: _____

Adopted/Defeated/Deferred (underline one)

Date: _____

Attachment I

Proposed Changes to the Boating Facilities Program

Summary

The proposed changes to the BFP are:

1. Evaluation Criteria Change: Create a preference for boats on trailers in the program.

2. Evaluation Criteria Change: Add a Sustainability and Environmental Stewardship Question.

3. Evaluation Criteria Change: Add a new question regarding how the project addresses needs in the Statewide Comprehensive Outdoor Recreation Plan (a SCORP Priorities question).

Proposed Evaluation Criteria Changes

Current BFP program policies and evaluation criteria can be found in Manual #9, Boating Facilities Program 2014. (Evaluation Criteria is on pages 32-39).

1) Proposed Evaluation Criteria Change: Preference for Boats on Trailers

Should the program continue to serve all types of boating facilities without preference, or return to providing a preference for the types of facilities the majority of boaters need, launch and retrieval sites for boats on trailers? If the board adopts this evaluation criteria change, the Boating Facilities Program (BFP) would maintain the existing policy of allowing all sizes of motor boats to use facilities constructed in the BFP. In addition, projects for larger boats would still be eligible in BFP.

The following question is proposed to be added to the evaluation criteria in BFP:

6. Boats on Trailers. Does the proposed project predominantly serve boats on trailers?

   - Point Range: 0-5

2) Proposed Evaluation Criteria Change: Add a Sustainability and Environmental Stewardship Question to the Criteria.

Board resolution 2011-22 encourages the use of sustainable design, practices, and elements in grant funded programs. The Boating Grants Program Plan calls for adding the board's sustainability and environmental stewardship question to the Boating Facilities Program evaluation criteria (pp. 26, Strategy 4). However, because the question for scoring acquisition projects focuses on the environmental features of a site, the Boating Advisory Committee believes the question, as written in other grant programs' evaluation criteria, may serve as a disadvantage for projects acquiring property for development. Therefore, the below guidance/"factors to consider" in the sustainability and environmental stewardship question have been changed from what appears in other grant programs' evaluation criteria, to mitigate this potential disadvantage.

The following question is proposed to the evaluation criteria in BFP for a pilot period of one grant cycle after which staff will evaluate further changes as needed:

5. Sustainability and Environmental Stewardship. Will the project result in a quality, sustainable, recreational opportunity (or planned opportunity) while protecting the integrity of the environment?

▲ Point Range: 0 – 5

Factors to consider by project type are outlined below.

Acquisition, Planning, and Combination Acquisition and Planning	Development
• In evaluating alternative sites, did you reject them to avoid impacts to valuable ecosystem functions or habitat loss?	• Does the proposed development protect natural resources onsite and integrate sustainable elements such as low impact development techniques, green infrastructure, or environmentally preferred building products?
• How will the proposed uses avoid environmental impacts and support the ecosystem functions of the property or adjacent water body?	
• Are there invasive species on site? If there are, what is the response plan? Will the planned development of the property limit the presence and spread of invasive species?	• Vegetation and Surfaces – Are you replacing invasive plant species with native vegetation? Are you using pervious surfaces for any of the proposed facilities?
• What is the strategy or plan for maintenance and stewardship of the site? How will your planned operation and maintenance of the site protect water and air quality? What low impact actions will you take to achieve the longest useful life of the facility?	• Education – Are you installing interpretive panels or signs that educate users about sustainability?
• How do the natural characteristics of the site support future planned uses? What natural elements of the site do you plan to retain?	• Materials – What sustainable materials are included in the project? What low impact actions will you take to achieve the longest useful life of these materials while at the same time making the most your maintenance funds?
• For the planned use of the site, do you expect to go beyond the expected permitting and mitigation requirements?	• Energy – What energy efficient features are you adding?
• Materials – What sustainable materials are planned for inclusion in the project? What low impact actions will you take to achieve the longest useful life of these materials while at the same time making the most your maintenance funds?	• What modes of transportation provide access to the site?
• Will the planned project protect wetlands or wetland functions? Describe the size, quality, and classification.	• Water – Is the on-site storm water managed by rain gardens, porous paving, or other sustainable features? Does the

Acquisition, Planning, and Combination Acquisition and Planning	Development
	design exceed permit requirements for storm water management?
• Is there an opportunity for public environmental education?	• If there are wetlands on site, describe the size, quality, and classification and explain how the design considers the wetland functions.
• Compare your site and your expected development to other sites or developed sites on the subject water body. How is your planned development more sustainable and environmentally responsible than others?	• What is the strategy or plan for long-term maintenance and stewardship of the site?
• What other noteworthy characteristics of the planned project contribute to environmental protection, energy efficiency, less maintenance, fewer environmental impacts, or sustainability?	• What other developed features will contribute to increasing energy efficiencies, reducing maintenance, minimizing environmental impacts, or being more sustainable?

Revisions to Guidance for Evaluation Question 3b

Based on an individual public comment received, if the proposed Sustainability and Environmental Stewardship question is added as shown above, staff recommend the "Environmental Impacts" guidance should be removed form evaluation question 3b. RCO Staff's proposed edits are in **RED** below.

3b. Project design (development or acquisition and development projects only). Is the proposal appropriately designed for the intended use?

Recreation and Conservation Funding Board policy rewards design standards and construction techniques intended to maximize service life, minimize routine maintenance, and avoid environmental impacts.

For example, if users of a proposed boat ramp can be expected to be power loading, solid concrete ramp construction may be more appropriate than concrete plank construction. In harsh marine conditions, steel piling or concrete could be expected to have a longer service life than timber piling.

Evaluators should consider design and construction elements such as:

- Accurate cost estimates
- Aesthetics

- ~~Environmental impacts~~
- Future maintenance needs*
- Innovative and creative elements*
- Materials and specifications*
- Risk management
- Space relationships*
- User friendly elements

*Barrier-free considerations

- Point Range: 0-5 points. Staff later multiplies development only projects by 2.

Evaluation Criteria Changes Summary

The following BFP Evaluation Criteria Summary represents the new criteria if all of the proposed evaluation criteria changes herein (1-3 above) are adopted by the board.

Current BFP Evaluation Criteria Summary with Proposed Changes in RED.

Boating Facilities Program Evaluation Criteria Summary

Scored by	Question	Item	Project Type	Possible Points
Advisory Committee	1	Need	All	15
Advisory Committee	2	Site suitability	All	15
Advisory Committee	3a	Urgency	Acquisition	10
			Acquisition and Planning	5
			Acquisition and Development	5
Advisory Committee	3b	Project Design	Development	10
			Acquisition and Development	5
Advisory Committee	3c	Planning success (architecture and engineering only)	Planning	10
			Acquisition and Planning	5

Advisory Committee	4	Cost benefit	All	10
Advisory Committee	**5**	**Sustainability and Environmental Stewardship**	**All**	**5**
Advisory Committee	**6**	**Boats on Trailers**	**All**	**5**
Advisory Committee	**6**	Boating experience	All	6
Advisory Committee	**7**	Readiness	All	5
Advisory Committee	**8**	**SCORP Priorities**	**All**	**5**
RCO Staff	**9**	Matching shares including non-government contributions	All	4 Local 1 State
RCO Staff	**9**	Proximity to people	All	1
RCO Staff	**10**	Growth Management Act (local agencies) preference	All	0
			Total	**Local=81** **State=78**

Public Comments Received

Three individuals commented on the proposed changes and all supported staff recommendations. One commenter commented that when adding questions to this criteria, redundant guidance should be removed. Based on this comment, staff removed the "Environmental Impacts" guidance from question 3b as this issue is scored in the proposed Sustainability and Environmental Stewardship question.

Commenter	Comment	Staff Reply
Paul Thorpe Boating Programs Advisory Committee Member	On the changes to the BFP criteria, I am in favor of all three changes. Adding the sustainability and environmental stewardship will clarify these considerations that	Thank you for your comments.

Commenter	Comment	Staff Reply
	have been present in the committee's discussions without adequate definition. The preference for trailerable boats is another clarification for the committee which has already had this preference in mind. As noted above, a separate SCORP question will best meet the objectives of SCORP.	
Lorena Landon Boating Programs Advisory Committee Member	I would support adding a new "Sustainability and Environmental Stewardship" evaluation question provided that these criteria items (environmental impacts, future maintenance needs, materials) be removed under the existing "Project Design 3b" evaluation question to avoid duplication. I assume the intent of the proposed "Boats on Trailers" evaluation question is to provide some assurance that projects under BFP remain primarily for boats on trailers so as not to be the focus of human-powered vessels or the focus of larger vessels not transported by trailer; however, grants that fall under the BFP no doubt clearly spell out such requirements in the BFP Manual; this proposed evaluation question may not be necessary and it may be more appropriate to clarify the program in the Manual.	Thank you for commenting. Staff will remove the "environmental impacts duplicate guidance in the "Project Design 3b" question. However, future maintenance needs and materials are still appropriate guidance in the Design question. Projects proposed to serve human powered vessels are not eligible in Boating Facilities Program. The intent of the "Boats on Trailers" evaluation question is to give a points preference to projects that predominantly serve boats on trailers, therefore providing narrative information in the body of the manual and not in the form of an evaluation question would not accomplish this intent. Staff will not recommend changes to the Boating Experience question as suggested because the question is intended to evaluate the experience of the user on the water verses the experience at the launch (or other) site.

Commenter	Comment	Staff Reply
Reed Waite WWRP Water Access Advisory Committee Member	Thank you, Leslie, for text of Con statement Preference 2 - Provide Preference in Appendix B (page 94). There may be an overstatement of impact in the con statement which I will detail at end of this comment. I believe that a preference should be given to a greater number of people using a greater number of boats at facilities funded by this program. These boats are smaller (under 26 feet) and trailerable. They use boat launches, ramps, and lifts at a much higher rate than larger craft, and generally require a greater amount of space for vehicle and trailer parking. As a former member of the RCO Boating Programs Advisory Committee (2008-2012) I do support addition of Sustainability and Environmental Stewardship criteria. It would be most interesting to know how much funding for BFP comes from fuel purchases for trailerable boats compared with larger craft. It would be a chore collecting this data for the smaller boats as fuel is purchased at far more fueling (gas) stations, in much smaller quantity. and often far from any water. How much state gasoline tax revenue comes from boats under 26 feet and from boats over 26 feet? What are rates of state tax refunds for these two groups of boaters? Data generated from such a study might well support how much preference should be given. The Cons statement, I think, is overstated. Fund fewer marinas? Many marinas have launch and	Thank you for commenting. Staff will attempt to quantify the amount of dollars contributed to the Recreation Resource Account by the two types of boats discussed and present this information as part of staffs' briefing to the Recreation and Conservation Board scheduled for February 9th. Currently, staff recommends that a preference should be given to projects that serve the most boaters. In Washington state, approximately 80% of the recreational boats are boats on trailers.

Commenter	Comment	Staff Reply
	ramp facilities for smaller boats, parking and staging areas, moorage floats and fixed docks which, if properly designed, can be BFP funded and used by those in small, trailerable boats as well as larger craft. Project sites not accessible by a roadway? Absolutely you'd have a hard time driving a trailered boat to a facility not accessible by a roadway, by definition it's impossible. But trailered boats, once off the trailer, running on navigable waters can utilize facilities that aren't associated with a roadway: moorage floats, fixed docks (on small islands, for example), floating restrooms and dump stations, and upland support facilities (restrooms, showers, and picnic facilities). I can easily think of a few 'boat in' rather than 'drive in' examples: Jones Island in the San Juan Islands, Blake Island in central Puget Sound, Corps of Engineers Skookum Habitat Management Unit on the Snake River [federally administered and thus not eligible for BFP funding], or Reed Island on the Columbia River. Certainly smaller fixed docks or floats would not serve (as many) larger boats but it would not necessarily preclude trailerable boat use. Provide Preference - YES!	

Recreation and Conservation Funding Board
Resolution 2016-10
Boating Facilities Program Evaluation Criteria Changes

WHEREAS, pursuant to state law, the Recreation and Conservation Funding Board (board) administers and approves polices that govern the Boating Facilities Program, and

WHEREAS, the board adopted The 2013 State Comprehensive Outdoor Recreation Plan (SCORP) which includes recommendations for meeting the outdoor recreation needs of the residents of Washington State including meeting the needs of underserved populations and promoting and supporting healthy populations;

WHEREAS, the RCO, with board direction, drafted a new evaluation question to incentivize applicants to address the needs identified in SCORP when proposing projects for grant funding;

WHEREAS, board resolution 2011-22 encourages the use of sustainable design, practices, and elements in grant funded programs,

WHEREAS, The Boating Grants Program Plan (April 2015) adopted by the board calls for funding boating facilities to address the most important boater needs and the most popular types of boating, and the 2007 Boater Needs Assessment called on RCO to fund more motorized boat launches as the top priority rather than marinas and other boating facilities;

WHEREAS, RCO solicited comments from over 2,545 members of the public and posted notice on its Web site and other sources, and

WHEREAS, staff reviewed the public comments and recommends the board approve the proposed evaluation criteria as presented in Attachments I, and

WHEREAS, the proposed evaluation criteria changes are consistent with state law and the board's administrative rules,

NOW, THEREFORE BE IT RESOLVED, that the board adopts the proposed evaluation criteria changes for the Boating Facilities Program as described in Attachment I, and

BE IT FURTHER RESOLVED that the board directs RCO staff to incorporate these changes in the appropriate grant program manuals; and

BE IT FURTHER RESOLVED that the evaluation criteria and policy changes shall be effective beginning with the 2016 grant cycle.

Resolution moved by: _____

Resolution seconded by: _____

Adopted/Defeated/Deferred (underline one)

Date: _____

Attachment J

Proposed Changes to the Boating Infrastructure Grant Program

Summary

The proposed changes to the Boating Infrastructure Grants (BIG) program are:

1. BIG Evaluation Criteria Changes For Tier 1 Category
2. Policy Changes (Tier 1 and 2 Categories):
    a. Proposal to Allow Maintenance Activities
    b. Proposal for Long-Term Compliance
3. Adopting federal grant limits

1. BIG EVALUATION CRITERIA CHANGES FOR TIER 1 CATEGORY

The following contains the current and proposed evaluation criteria for the Tier 1 category.

Current Evaluation Criteria for BIG Tier 1 Category (2014)

Question	Subject	Maximum Points	Weight (%)
1	Partnerships	15	17%
2	Innovative techniques	15	17%
3	Non-federal match	15	17%
4	Cost efficiency	10	11%
5	Link to prominent destination	10	11%
6	Opportunities of national, regional, or local significance	15	17%
7	Economic impacts to a community	5	5%
8	Multi-state efforts	5	5%
	Total possible points	**90**	**100%**

1. Provide for public/private and public/public partnership efforts to develop, renovate, and maintain BIG facilities. These partners must be other than the U.S. Fish and Wildlife Service and RCO.
   To receive points for this criterion, applicants must document partner contributions with a signed letter of commitment from an authorized representative of the match provider/partner and such costs must be necessary and reasonable to accomplishing the proposed project objectives. An agency that contributes only because of mandatory duties, such as issuing a permit, is not a partner.

- Point Range: 0-15 points

5 points	One partner
10 points	Two partners
15 points	Three partners

2. Use innovative techniques to increase the availability of BIG facilities for transient, non-trailerable recreational vessels (includes education/information).
   To receive points, applicants must detail how or why the proposed techniques or education/information materials are innovative, unique, forward thinking, serves a special purpose, or adds to the project in a special way that other marinas do not, and how they increase the availability of facilities.

   - Point Range: 0-15 points

3. Include private, local, or state funds above the required non-federal match. If so, identify the percentage of non-federal match.
   Note: Non-federal match contributions must be reasonable and necessary to accomplishing the proposed project objectives. Do not include items or costs that are not part of the BIG project.

   - Point Range: 0-15 points

5 points	26-35 percent
10 points	36-49 percent
15 points	50 percent and above

4. Be cost efficient. Projects are cost efficient when the BIG facility or access site features add a high value of economic return and/or public use compared with the proposed funding.
   For example, an application that proposes to construct a small feature such as a transient mooring dock using BIG funds, within an existing facility with existing features (restrooms, utilities, etc.), adds higher value and opportunity than an application that proposes to install all of those features (restrooms, utilities, etc.)

   A. Applications may receive between 0-5 points for an application based on whether the proposed project is an enhancement to an existing facility, or additional services, or if the application is for the development of entirely new supporting infrastructure for the proposed project (e.g., new marina development). Applications to increase the transient space at an existing marina or services will receive a higher score (3-5 points) compared to projects that propose the development of a brand new marina or supporting infrastructure (0-2 points).

   - Point Range: 0-5 points

   B. To demonstrate cost efficiency, applicants should include the number of boat slips for transient, non-trailerable recreational vessels that your project proposes to construct or renovate. This information helps the review panel determine a federal cost share per slip estimate, which accounts for half of the points for this criterion. Points will not be awarded for this part of the cost efficiency ranking criterion unless projects include

construction or renovation of slips for transient, non-trailerable recreational vessels (e.g., 0 points to build a fuel dock only). The point breakdown follows:

- Point Range: 0-5 points

5 points	If the federal cost share per new or renovated slip is < $12,500
4 points	If the federal cost share per new or renovated slip is $12,501-$24,999
3 points	If the federal cost share per new or renovated slip is $25,000-$54,999
2 points	If the federal cost share per new or renovated slip is $55,000-$79,999
1 point	If the federal cost share per new or renovated slip is $80,000-$104,999
0 points	If the federal cost share per new or renovated slip is > $104,999, or if no slip construction or renovation is proposed in your project.

Points from 4a and 4b are added together for a possible total of 10 points.

5. Provide a significant link to prominent destination way points such as those near metropolitan population centers, cultural or natural areas, or that provide safe harbors.
   Note: Applications that propose to construct or renovate facilities that do not include boat slips or tie-ups will receive 0 points for this ranking criterion, e.g., fuel dock only.

   - Point Range: 0 or 10 points

6. Provide access to recreational, historic, cultural, natural, or scenic opportunities of national, regional, or local significance. Projects that provide access to opportunities of national, regional, or local significance receive 5 points for each, for a maximum of 15 points.
   The U.S. Fish and Wildlife Service suggests that applicants list examples of opportunities, the type of opportunity (i.e., nationally, regionally, or locally significant), and the time and distance to access such opportunities by boat, car, and bicycle from the project site (if appropriate). To receive points, access to the opportunity of significance must be within a reasonable distance of the project location.
   Note: Applications receive 5 points for providing access to at least one nationally significant opportunity, 5 points for providing access to at least one regionally significant opportunity, and 5 points for providing access to at least one locally significant opportunity. Applicants will not receive more than 5 points for having multiple significant opportunities in any of the above categories.

   - Point Range: 0-15 points

7. Provide positive economic impacts to a community. For example, a project that costs $100,000 and attracts a number of boaters who altogether spend $1 million a year in the community would be providing significant positive economic impact to a community. (1-5 points)
   Applications that do not address or inadequately address the economic benefits of a project will receive the minimum score (1).
   To receive higher scores (2-5) an application must address the potential economic impacts to the local community. Applicants may use a variety of sources to estimate the economic impacts of a

project, including previously completed studies from the local or surrounding area. Although the U.S. Fish and Wildlife Service recognizes the importance of boating in general to state and regional economies, the application must address the specific potential economic impact of the project on the local area to receive 2-5 points for this criterion.

- Point Range: 1-5 points

8. Include multi-state efforts that result in coordinating location of tie-up and other facilities. To receive points for this criterion, an application must include formal documentation of multi-state efforts (e.g., signed memorandum of agreement, signed letter, etc.)

   - Point Range: 0 or 5 points

Proposed Evaluation Criteria for BIG Tier 1 Category (2016)

Question	Subject	Maximum Points	Weight (5)
1	Need, Access, Cost Efficiency	20	51%
2	Project Design	3	8%
3	Match and Partnerships	10	26%
4	Innovation and Environmental Stewardship	6	15%
	Total possible points	**39**	**100%**

1. Meet a Documented Need, Improve Eligible Boater Access, and Demonstrate Cost Efficiency (20 total possible points.)

   (1) Will the proposed boating infrastructure meet a need for more or improved facilities? (0–10 points)

   In evaluating a proposed project under this criterion, we consider whether the project will:

   a. Construct new boating infrastructure in an area that lacks it, but where eligible vessels now travel or would travel if the project were completed;

   b. Renovate a facility to improve its physical condition, follow local building codes, improve safety, or adapt it to a new purpose;

   c. Create accessibility for eligible vessels by reducing wave action, increasing depth, or making other improvements;

   d. Expand an existing facility that is unable to accommodate current or projected demand by eligible vessels; or e. Make other improvements to accommodate an established need.

   (2) Will eligible users receive benefits from the proposed boating infrastructure that justify the cost of the project? (0–7 points)

   In evaluating a proposed project under this criterion, we consider the total cost of the project, the benefits made available to eligible users, and the objectivity or reliability of the data and information used to demonstrate benefits relative to costs. Relate

costs and benefits to the need for the project (See § 86.43(a)). We may consider the availability of preexisting structures and amenities, but only in the context of the identified need. As costs vary depending on local factors, we do not use a cost per slip to compare projects. Describe in your application any factors that would influence costs such as:

a. The need for specialized materials to meet local codes, address weather, future sea level rise, or terrain, or extend useful life;

b. Increased transportation costs due to facility location; or

c. Other factors that may increase costs but support needed benefits.

Describe any costs associated with providing a harbor of safe refuge, if applicable.

(3) Will the proposed boating infrastructure accommodate boater access to significant destinations and services that support transient boater travel? (0–3 points)

In evaluating a proposed project under this criterion, we consider:

a. The degree of access that the BIG-funded facility will provide;
Activities, events, or landmarks near the facility, how well known they are, how long they are available, and how likely they are to attract boaters to the facility.

b. The availability of services and the degree of safety at and around the facility, the ease of access to these services, and how well they meet the needs of eligible boaters.

2. Project Design (0 – 3 points)

Is the proposal appropriately designed for the intended use?

Evaluators should consider design and construction elements such as:

- Accurate cost estimates
- Aesthetics
- Environmental impacts
- Future maintenance needs
- Materials and specifications
- Risk management
- Space relationships
- User friendly elements
- Universal accessibility

3. Meet Match Requirements and Demonstrate Partnerships (10 total possible points)

(1) Will the proposed project include private, local, or State funds greater than the required minimum match? (0-7 points)

As given in § 86.56, we will award points under this criterion as follows. Please note that, while in- kind services and materials may be included in the minimum 25 percent match requirement, *your proposal will only be scored on this criterion for additional cash match.*

Percent Cash Match	Points
26–30	1
31–35	2
36–40	3
41–45	4
46–50	5
51–80	6
81 or higher	7

(2) Will the proposed project include contributions by private or public partners that contribute to the project objectives? (0–3 points)

Partners may include non-Federal entities such as sub grantees, private businesses, other State agencies other than the primary recipient of BIG funds, non-profit organizations, or Federal agencies other than the Service. To be considered a partner, the entity must commit a financial or in-kind contribution or take a voluntary action that is necessary for, and directly and substantively contributes to, completion of the project. See § 86.55 and § 86.57 for additional guidance. In evaluating proposed projects under this criterion, we consider:

a. The significance of the contribution to the success of the project;

b. How the contribution supports the actions proposed in the project statement;

c. How the partner demonstrates its commitment to the contribution; and

d. The demonstrated ability of the partner to fulfill its commitment.

4. Demonstrate Innovation and Environmental Stewardship (6 total possible points)

(1) Will the proposed project include physical components, technology, or techniques that improve eligible user access? (0-3 points)

In evaluating a proposed project under this criterion, we consider whether the project will increase the availability of the BIG-funded facility for eligible users or improve eligible boater access to the facility. Describe whether you will be:

i. Using a new technology or technique;

ii. Applying a new use of an existing technology or technique;

We will consider if you choose to complete the project using an optional or advanced technology or technique. If you choose to go beyond the minimum technical requirements for a project component, you must describe the current standard and how you will exceed the standard. We will not award points for followings standards set by law.

(2) Will the proposed project include innovative physical components, technology, or techniques that improve the BIG-funded project? (0-2 points)

In evaluating a proposes project under this criterion, we consider if the project will include physical components, technology, or techniques that are newly available, or repurposes in a unique way. Examples include components, technology or techniques that:

a. Extend the useful life of the project;

b. Are designed to help save costs, decrease maintenance, or improve operation;

c. Are designed to improve services or amenities for BIG-eligible users;

d. Reduce the carbon footprint of the facility;

e. Reduce negative environmental impacts (beyond compliance requirements); or

f. Improve facility resilience.

(3) Has the facility where the project is located demonstrated a commitment to environmental compliance, sustainability, and stewardship and has an agency or organization officially recognized the facility for its commitment? (0 – 1 point)

In evaluating a project under this criterion, we consider if the application documents that the facility has received official recognition for its voluntary commitment to environmental compliance, sustainability, and stewardship by exceeding regulatory requirements. The official recognition must be part of a voluntary, established program administered by a Federal or State organization. The program must require the facility to use management and operational techniques and practices that will ensure it continues to meet the high standards of the program and must contain a component that requires periodic review. The facility must have met the criteria requires by the program and received official recognition by the due date of the application.

2. BIG POLICY CHANGES (Tier 1 and 2 Categories)

Proposal to Allow Maintenance Activities for Tier 1 and Tier 2 Categories

For its BIG program, the Recreation and Conservation Funding Board proposes to adopt the definition of "Maintenance" as defined in 50 CFR Part 86. The following contains the policy change proposal to allow maintenance activities in Tier 1 and Tier 2 categories.

Proposed Changes
Tier 1. Allow federally defined maintenance items as a stand-alone project ("Maintenance") as well as eligible in a larger development or renovation project. As part of a development or renovation project, the maintenance items must be directly related to the development and restoration activities.
Tier 2. Allow maintenance items only as part of a larger development or restoration project. Maintenance items must be directly related to the development and restoration activities and should not exceed more than 50% of total project costs.

Proposal for Long-Term Compliance for Tier 1 and Tier 2 Categories

The following contains the policy change proposal to change the long-term compliance period for Tier 1 and Tier 2 grants.

Proposed Change
Change the 20-year compliance period to a single useful life period for the entire project based on the longest useful life period identified for one or more capital improvement(s) proposed in the BIG funded project.

3) Adopting Federal Grant Limits

Staff is recommending the adoption of the following grant funding limits to Tier I and Tier 2 projects consistent with the updated Boating Infrastructure Grant rules 50 CFR Part 86.

Tier – 1 ("State") Grants:

- Minimum Grant Request: $5000
    - Represents no change from previous year.
- Maximum Grant Request: $200,000
    - Represents a change from previous year, which was $100,000, minus RCO's federally accepted administration rate.
    - The maximum grant request shall be the maximum federal allocation, currently at $200,000, minus RCO's federally accepted administration rate. Because RCO's administrative rate is subject to change, the net maximum grant to sub-awardees will be published in each year's program manual.

Tier – 2 ("Federal") Grants

- Minimum Grant Request: $200,001
    - Represents a change from the previous year, which was $100,001.
- Maximum Grant Request: $1,500,000
    - Represents no change from previous year.
    - The maximum grant request shall be the maximum federal allocation, currently at $1.5 million, minus RCO's federally accepted administration rate. Because RCO's administrative rate is subject to change, the net maximum grant to sub-awardees will be published in each year's program manual.

These grant limit recommendations do not represent a change in the board's current policy, which is to adopt the federal maximum awards within both BIG Tiers.

Public Comments Received

Three individuals commented on the proposed changes to BIG. In total these comments represent a mix of support for the proposed changes as well as the alternatives. Below is a summary of the comments:

Summary of Public Comments

Proposal	Comments
New Evaluation Criteria for Tier - 1	Two commenters support adoption of the new criteria although one commenter suggested changes to remove redundant items. The third commenter was silent on this proposed change.
Allow Maintenance Activities in Tier 1 and Tier 2 grants	Two commenters supported allowing maintenance while one supported the alternative to not allow maintenance.
Single Useful Life Compliance Period for all State Projects	One commenter supported the adoption of a single useful life period for all projects while one supported the alternative to allow a different useful life period for each component of a project. The third commenter supports retaining the current 20 year compliance period.

All Public Comments

Commenter	Comment	Staff Reply
Paul Thorpe Boating Programs Advisory Committee Member	I have no comment on the changes to the criteria since they merely conform to changes in the Federal rules. I think allowing maintenance items is a step forward. It makes sense in these time of reduced budgets to help agencies extend the life of BIG facilities by improving the condition of the facility by restoring them to optimum condition. I don't understand the "cons" on page 27, how will allowing maintenance reduce grant funds going to development or restoration activities and project types. Basing compliance periods on the life of the longest lived components of a project will result in automatic violations when less durable components fail.	Thank you for commenting. The Boating Infrastructure Grant is a finite fund source. Allowing maintenance grants as stand-alone projects as well as in combination with other types of projects means that potentially fewer facilities will be built or renovated as funds go towards maintenance activities that by their nature may not build or renovate a site or create a new site.
Lorena Landon Boating Programs Advisory Committee Member	<u>Tier 1</u> I assume that proposed evaluation questions 1-4 are intended to	Thank you for commenting. Although some of the evaluation questions appear

Commenter	Comment	Staff Reply
	replace the current evaluation questions 1-8 for the BIG Program. I would recommend that "Cost Efficiency" be a separate evaluation question for BIG as it is for BFP while keeping "Need & Access" together as another evaluation question, this would help scoring be more consistent and fair. Additionally, I recommend that the criteria item "accurate cost estimates" be removed under the "Project Design" evaluation question found in the examples, and instead be included under the proposed "Cost Efficiency" evaluation question. Likewise, listed criteria found under the proposed "Innovation and Environmental Stewardship" evaluation question is also found under "Project Design." "Project Design" should retain the items of aesthetics, space relations, user friendly elements, etc. but remove those items now found under "Innovation and Environmental Stewardship." As a general comment, I would recommend that existing evaluation questions be reviewed for editing in light of the new proposed evaluation questions. This would help prevent confusion and keep each evaluation question clear and concise, avoiding a cumbersome document and confusion while scoring projects. <u>Tier 1 and 2</u> I would be in favor of allowing defined "Maintenance" for Tier 1 and Tier 2 as proposed.	to be redundant there is sufficient variation that merits retaining many of these items. However, staff is recommending removal of some of the statements and guidance under the "Design" question because if these are retained they may create confusion for the applicant and reviewer.

Commenter	Comment	Staff Reply
	I would be in favor of changing the 20-year compliance to a Single Useful Life period as proposed.	
Peggy Panisko	Options for: Long-term compliance period: Retain existing 20 years after final reimbursement of grant. Maintenance: Option 1 - Do not allow any maintenance activities in Tier 1 or 2 grants.	Thank you for commenting Retaining the 20 year term is not allowed under 50 CFR Part 86.

Recreation and Conservation Funding Board
Resolution 2016-11
Boating Infrastructure Grant Program Evaluation Criteria and Policy Changes

WHEREAS, pursuant to state law, the Recreation and Conservation Funding Board (board) administers and approves polices that govern the Boating Infrastructure Grant Program, and

WHEREAS, Federal Register Vol 80, No 87 (May 6, 2015) and 50 CFR Part 86 create a need for the board to consider changes to evaluation criteria and program policies;

WHEREAS, RCO solicited comments from over 2,545 members of the public and posted notice on its Web site and other sources, and

WHEREAS, staff reviewed the public comments and recommends the board approve the proposed evaluation criteria as presented in Attachment J, and

WHEREAS, the proposed evaluation criteria changes are consistent with state law and the board's administrative rules,

NOW, THEREFORE BE IT RESOLVED, that the board adopts the proposed evaluation criteria changes for the Boating Infrastructure Grant Program as described in Attachment J, and

BE IT FURTHER RESOLVED that the board directs RCO staff to incorporate these changes in the appropriate grant program manuals; and

BE IT FURTHER RESOLVED that the evaluation criteria and policy changes shall be effective beginning with the 2016 grant cycle.

Resolution moved by: _____

Resolution seconded by: _____

Adopted/Defeated/Deferred (underline one)

Date: _____

Attachment K

Other Public Comments Received

The table below includes public comments received that are pertinent to other topics related to the board's grant programs. Staff did not include changes based on these comments but will consider them in the future.

Commenter	Comment	Staff Reply
Lunell Haught, President of Inland Northwest Trails Coalition	There is (-1) point for not having a Growth Management Act Comprehensive plan, but what about counties that have one but are out of compliance? Seems like that would be the issue, not simply having one. (I'm working on a state-wide look at out of compliance counties so that's on my mind these days!)	Counties that are out of compliance with the Growth Management Act as identified by the Department of Commerce also receive a score of -1.
Peggy Panisko	For future policy change consideration for evaluation questions, I propose all grant categories include public involvement and project support. Some categories now have questions for project support or public involvement and project support while others have none like the boating grants. I am not familiar with BIG or BPF so can't come up with a reason public involvement and project support are not important enough for evaluation purposes. Early and continuous public participation for counties and cities planning under RCW 36.70A.040 is required by RCW 36.70A.140, and I would like to see public participation (involvement) included in the evaluation questions for all categories.	Thank you for this suggestion. Staff will review the project support and public involvement questions when RCO prepares for the 2018 grant cycle.
	Also for future policy change consideration if now not required under cost efficiencies, I believe donations of cash, real property and materials should be certified at evaluation time. A West Richland resident told me our city included on an application a land donation that had been withdrawn by the land owner prior to the application. I have not taken time to confirm this information by looking at the dates of application and withdrawal letter; however, the land owner told me he did withdraw his donation in writing. At applicant workshops Marguerite Austin told participants, "Don't bamboozle us." Evaluators rely on information	Thank you for this suggestion. The deadline to certify an applicant's matching resources is established in Washington Administrative Code 286-13-040(c) which requires certification one month before the board's funding decision. The reason for this deadline is to allow applicant's time after an application is reviewed to secure their match. We recognize that applicants' are scored on matching resources so the timing for certifying match after the application is scored could be an issue. Staff will review this issue when RCO prepares for the 2018 grant cycle.

Commenter	Comment	Staff Reply
	presented by applicants, and if donations were certified at evaluation time then there would be a level playing field for all applicants.	
John E Spring Manager, Spring Trust for Trails	I would sure like to see a way for a project to get extra points if it results in repairs to damage of existing infrastructure due to one type of natural disaster or another. Without prioritizing some of these projects, damaged areas from natural events such as the flooding in 2003 which resulted in many popular trails and recreation areas in the Mount Baker-Snoqualmie National Forest still to date not being repaired. FEMA money could not be available but Grant money and volunteer labor would have had a significant movement toward getting these areas fixed. Under the current grading system no priority is given to repair projects over new project proposals.	Thank you for this suggestion. Staff will review this issue when RCO prepares for the 2018 grant cycle.
	I will say as someone scoring the RTP and NOVA projects over the years, that the environmental sustainability question is of very low value. I recommend that this question be removed all together, as it is complicated for the applicant as well as the Grader really putting an honest evaluation score on it. Applicants tend to be "all over the map" on this question in their process. A more appropriate question might be asked has the applicant completed NEPA requirement yet and that answer in its self will answer any sustainability question. To me another question to ask the applicant is availability of material for the project can natural material be used or is this project requiring high use of non-native materials, thus the question of expected life from the project.	Thank you for this comment. Not all NOVA and RTP projects require NEPA review so that may not be an appropriate substitute for all applications. Staff will continue to work with the board on finding an appropriate method to implement the board's sustainability policy for these two grant programs. The use of native and non-native materials may be a way to address sustainability in the future.

WASHINGTON STATE
Recreation and Conservation Funding Board

Recreation and Conservation Funding Board Briefing Memo

Item **7**

APPROVED BY RCO DIRECTOR KALEEN COTTINGHAM

Meeting Date: February 9-10, 2016

Title: Washington Wildlife and Recreation Program, State Parks Category: Evaluation Criteria Changes

Prepared By: Adam Cole, Natural Resource Policy Specialist

Summary

This memo summarizes proposed changes to the evaluation criteria of the Washington Wildlife and Recreation Program, State Parks Category.

Board Action Requested

This item will be a:

- ☐ Request for Decision
- ☒ Request for Direction
- ☐ Briefing

Background

The Washington Wildlife and Recreation Program (WWRP) provides grants for purchase of valuable recreation and habitat lands, preservation of farmland, and construction of recreation and public access sites for a growing population. The State Parks category in the WWRP Outdoor Recreation Account is open only for projects proposed by the State Parks and Recreation Commission (Commission).

WWRP – State Parks category projects may consist of Acquisition, Development, or Combination Acquisition and Development; projects involving renovation of existing facilities are ineligible. There is no minimum or maximum grant request per project. State Parks does not need to provide a match for WWRP – State Parks category grants. On average, the Commission submits approximately 12 projects for evaluation each grant cycle. Over the past four cycles, the total grant request averaged $16 million per cycle.

Evaluation Process for the State Parks Category

The Recreation and Conservation Funding Board (board) approves policies that govern WWRP including how standing Advisory Committees evaluate projects. The current, board-adopted process for evaluating projects in the WWRP – State Parks category is included in Manual 10a, WWRP Outdoor Recreation Account (Attachment A).

The WWRP – State Parks Advisory Committee, which evaluates grant proposals, is made up of six State Parks staff, three local agency staff, and three citizens. Based on feedback and recommendations from the Commission, the WWRP State Parks Advisory Committee, and State Parks staff, Recreation and Conservation Office (RCO) staff suggest changes to the existing evaluation criteria (Attachment B) in preparation for the 2016 grant cycle (Attachment C).

Issues

At the October 2014 board meeting, staff presented comments from the WWRP State Parks Advisory Committee regarding ways to improve the evaluation process. Although the criteria adopted in January 2014 were well-received, the WWRP State Parks Advisory Committee, the Commission, and State Parks staff had additional suggestions in preparation for the 2016 grant cycle. Together, these suggested improvements include:

1. Expand the guidance for evaluation question *#6 Expansion/Phased Project*, and *#8 Readiness to Proceed* to help evaluators and applicants better understand the criteria and make them easier to score.
2. Add a *Need Satisfaction* criterion to measure how well a project satisfies the need identified in evaluation question *#1 Public Need*, and add a *Project Support* question to better evaluate the public's support for a project.
3. Change the evaluation question the Commission scores. The State Parks and Recreation Commission wants to improve the relevancy and efficacy of evaluation question #9 *Consistency with Mission and Vision*. In 2014, the first year the Commission scored a criterion, all scores were between 4 and 5. This lack of variation in the scores failed to significantly differentiate projects from one another.
4. State Parks staff suggest changing the format of evaluation question #5 *Sustainability and Environmental Stewardship* to streamline the guidances provided, facilitate more meaningful responses, and align with State Parks' environmental stewardship policies.

Analysis

Below is a brief discussion of the proposed changes and their potential outcomes.

Criteria Changes	Outcome
1) Add Need Satisfaction to Existing question #1 Project Need."	• Strengthens the existing Need question by evaluating how well the project will address the stated need. • Evaluating Satisfaction within the existing need question retains the existing weight of the criterion in the criteria. • Emphasizes Parks' mission in the question and scoring guidances.
2) Expand guidances for existing question "#6 Expansion/Phased Project."	• Clarifies the intent of the criterion. • Improves guidance for scoring the criterion. • Better defines a phased and/or expansion project.
3) Expand guidances for existing question "#8 Readiness to Proceed."	• Clarifies the intent of the criterion. • Improves guidance for scoring the criterion. • Guidances address Parks' current business needs and practices.
4) Add Project Support Question	• Adds additional criterion to measure public support. • Raises total potential evaluation score by 10 points.

Criteria Changes	Outcome
5) Modify question and guidances for"#5 Sustainability and Environmental Stewardship."	• Aligns guidances with Parks' stated stewardship policies and goals. • Moves existing guidances to the body of the manual. • Replace existing guidances with a streamlined approach to encourage more relevant stewardship responses at evaluation.
6) Change question and scoring scheme for "#10 Commission Priorities."	• Improves criterion relevance and efficacy for the Commission. • Produce more variability in scores which should create more differentiation between projects. • Raising the maximum score to 6 points keeps the criterion near its current weight in the criteria. If adopted (along with the new Project Support question), this question's weight in the criteria would increase slightly, from 6.4% to 6.7%.

Link to Strategic Plan

Revising the board's grant program policies and evaluation criteria addresses Goals 1, 2 and 3 in the board's *Strategic Plan*:

1. We help our partners protect, restore, and develop habitat and recreation opportunities that benefit people, fish and wildlife, and ecosystems.
2. We achieve a high level of accountability in managing the resources and responsibilities entrusted to us.
3. We deliver successful projects by inviting competition and by using broad public participation and feedback, monitoring, assessment, and adaptive management.

Next Steps

Parks staff presented an overview of these criteria changes to the Commission on January 28, 2016. If directed by the board, RCO staff will solicit public comments for the proposed evaluation changes. At the April 2016 board meeting, RCO staff will present the results of public comments and any further proposed changes for a decision.

Attachments

A. **Current** WWRP – State Parks Category Evaluation Board-Adopted Process, Manual 10a
B. **Current** WWRP – State Parks Category Evaluation Criteria, Manual 10a
C. Proposed Changes to the WWRP – State Parks Category Evaluation Criteria

establish ranked lists of projects. The ranked lists are the basis for funding recommendations to the Recreation and Conservation Funding Board.

Evaluating the State Parks Category

Because the State Parks and Recreation Commission is the only recipient of these grants, the Recreation and Conservation Funding Board adopted the process outlined below for this category.

1. State Parks staff will submit a list of candidate projects to the State Parks and Recreation Commission at a regularly scheduled meeting. The commission may add or withdraw projects before approving the list of grant applications for the State Parks Category. This meeting is open to the public.

2. State Parks staff will submit grant applications to RCO by established timelines. RCO staff will review the project proposals to determine eligibility, completeness, and consistency with board policies.

3. State Parks will conduct a technical review of the proposed projects with the purpose of improving clarity, substance, and delivery of the presentations. Staff involved with this review may or may not serve as evaluators. RCO staff will moderate and serve as reviewers.

4. State Parks staff will present the projects to the commission, which will score the evaluation question that addresses how well the project supports the mission and vision of State Parks. The evaluation scores will remain confidential until after the commission's scoring process. The meeting is open to the public and members of the public may provide written or oral comments.

5. State Parks staff will make in-person presentations to the evaluation team, which will score all projects using board-approved evaluation criteria. RCO staff will moderate the evaluation meeting.

6. After evaluation, State Parks staff will share the preliminary ranked list with the commission. The commission will not have the ability to change the ranking but may withdraw projects.

7. RCO staff will present the preliminary ranked list to the Recreation and Conservation Funding Board for final approval and inclusion with the board's recommendation to the Governor and the Legislature.

Advisory Committees

RCO manages the Washington Wildlife and Recreation Program recreation accounts with the assistance of standing advisory committees. The advisory committees' roles are to

State Parks Category

This project category is reserved for the Washington State Parks and Recreation Commission for acquisition and/or development of state parks.

State Parks Criteria Summary					
Score	**#**	**Question**	**Project Type**	**Maximum Points Possible**	**Focus***
Evaluation Team	1	Public Need	All	5	State
Evaluation Team	2	Project Significance	All	15	Agency
Evaluation Team	3	Threat and Impact	Acquisition	10	State
			Combination	5	
Evaluation Team	4	Project Design	Development	10	Technical
			Combination	5	
Evaluation Team	5	Sustainability and Environmental Stewardship	All	10	State
Evaluation Team	6	Expansion/Phased Project	All	15	State
Evaluation Team	7	Partnership or Match	All	5	State
Evaluation Team	8	Readiness to Proceed	All	10	Agency
State Parks Commission	9	Consistency with Mission and Vision	All	5	Agency
RCO Staff	10	Proximity to Human Populations	All	3	State
Total Points Possible =78					

*Focus–Criteria orientation in accordance with the following priorities:

- State–those that meet general statewide needs (often called for in Revised Codes of Washington or the Statewide Comprehensive Outdoor Recreation Plan (SCORP))
- Agency–those that meet agency needs (usually an item of narrower purview, often called for in the State Parks and Recreation Commission's plans)
- Technical–those that meet technical considerations (usually more objective decisions than those of policy).

Detailed Scoring Criteria: State Parks Category

Evaluation Team Scored

1. **Public Need.** Describe why this project should be built or property acquired? Is it:

    - Cited in CAMP (Classification and Management Plan)?
    - Identified in a park master plan or other approved planning document?
    - Included in the current State Parks 10-year capital plan?
    - Consistent with State Parks' strategic plan?
    - Identified and supported by the public or park partners?

▲ Point Range

0 points	No CAMP or other plan, no or little public interest.
1-2 points	Consistent with CAMP or other plan, some public support, property acquisition listed in CAMP but not essential.
3-5 points	Consistent with CAMP or other plan, resolves a management problem, essential to a partnership or will increase park visitation, strong public support.

Evaluators award a maximum of 5 points.

2. **Project Significance.** Describe how this project supports State Parks' strategic goals. Does it:

    - Serve underserved visitors or communities?
    - Protect or restore natural or cultural resources?
    - Have a demonstrated ability to save money or increase park net revenue?
    - Provide recreational, cultural, or interpretive opportunities people want?
    - Promote meaningful opportunities for volunteers, friends, and partners?
    - Facilitate a meaningful partnership with other agencies, tribes, or non-profits?

▲ Point Range

0 points	Does not directly support strategic goals
1-2 points	Indirectly supports one or two strategic goals
3-5 points	Directly supports at least one strategic goal or indirectly supports three or more strategic goals

Evaluators award a maximum of 5 points that are multiplied later by 3.

3. **Threat and Impacts** (acquisition and combination projects only). Describe why it is important to acquire the property now. Consider:

   - Is there an immediate threat to the property that will result in a loss in quality or availability of future public use?
   - Will the acquisition result in additional operating impacts, and if so, is there potential for those impacts to be offset by additional revenue?

▲ Point Range

0 points	No evidence of threat to the property, and/or the acquisition will result in unreasonable operating impacts
1-2 points	Minimal threat to the property, or the acquisition will result in moderate operating impacts
3-5 points	Imminent threat of the property losing quality or becoming unavailable for future public use, or a threat led to a land trust acquiring rights in the land at the request of State Parks, and operating impacts will be minimal or offset by additional revenue

Evaluators award a maximum of 5 points. Scores for acquisition projects are multiplied later by 2.

4. **Project Design** (development and combination projects only). Is the project well designed? Consider the following:

   - Does this property support the type of development proposed? Describe the attributes: size, topography, soil conditions, natural amenities, location and access, utility service, wetlands, etc.
   - How does the project design make the best use of the site?
   - How well does the design provide equal access for all people, including

those with disabilities? How does this project exceed current barrier-free requirements?

- Does the nature and condition of existing or planned land use in the surrounding area support the type of development proposed?
- How does the design conform to current permitting requirements, building codes, safety standards, best management practices, etc.? What, if any, are the mitigation requirements for this project?
- Does the design align with the described need?
- Are the access routes (paths, walkways, sidewalks) designed appropriately (width, surfacing) for the use and do they provide connectivity to all site elements?
- For trails, does the design provide adequate separation from roadways, surfacing, width, spatial relationships, grades, curves, switchbacks, road crossings, and trailhead locations?
- Is the cost estimate realistic?

▲ Point Range

0 points	Design is not appropriate for the site or the intended use
1-2 points	Design is moderately appropriate for the site and the intended use
3-4 points	Design is very appropriate for the site and the intended use, it addresses most elements of the question, and cost estimates are accurate and complete
5 points	Design addresses all elements of the question very well, and cost estimates are accurate and complete

Evaluators award a maximum of 5 points. Scores for acquisition projects are multiplied later by 2.

5. **Sustainability and Environmental Stewardship.** Will the project result in a quality, sustainable, recreational opportunity while protecting the integrity of the environment?

   Factors to consider for acquisition and/or development and renovation projects are outlined in the table below.

Acquisition	Development and Renovation
• Does the acquisition and proposed development preserve the natural function of the site?	• Does the proposed development protect natural resources onsite and integrate sustainable elements such as low impact development techniques, green infrastructure, or environmentally preferred building products?
• How do the proposed uses protect, enhance or restore the ecosystem functions of the property?	
• Are there invasive species on site? If there are, what is your response plan?	• Vegetation/Surfaces – Are you replacing invasive plant species with native vegetation? Are you using pervious surfaces for any of the proposed facilities?
• What is the strategy or plan for maintenance and stewardship of the site?	• Education – Are you installing interpretive panels/signs that educate users about sustainability?
• How do the natural characteristics of the site support future planned uses?	• Materials – What sustainable materials are included in the project?
• To provide for greater fuel economy, is the proposed acquisition located close to the intended users?	• Energy – What energy efficient features are you adding?
• What modes of transportation provide access to the site?	• What modes of transportation provide access to the site?
• Does this project protect wetlands or wetland functions? Describe the size, quality, and classification.	• Water – Is the on-site storm water managed by rain gardens, porous paving, or other sustainable features? Does the design exceed permit requirements for storm water management?
• How does the proposed acquisition help create connectivity? How many acres are already protected? How critical is this property to the overall plan?	• If there are wetlands on site, describe the size, quality and classification and explain how the design considers the wetland functions.
• What other noteworthy characteristics demonstrate how the natural features of the site contribute to energy efficiency, less maintenance, fewer environmental impacts, or sustainability?	• What is the strategy or plan for long-term maintenance and stewardship of the site?
	• What other developed features will contribute to increasing energy efficiencies, reducing maintenance, minimizing environmental impacts, or being more sustainable?

▲ Point Range: Evaluators award a maximum of 5 points that are multiplied later by 2.

Adopted January 2014.

6. **Expansion/Phased Project.** Describe whether this project supports past investments. Consider:

    - Is the project part of a phased acquisition or development?
    - When did the previous phases start and end?
    - Is this project a distinct stand-alone phase?

▲ Point Range

0 points	Not a phased project or is not a distinct stand-alone project
1-5 points	Project is a key phase in a statewide legacy project or it expands a popular or notable park or facility

Evaluators award a maximum of 5 points that are multiplied later by 3.

7. **Partnerships or Match.** Describe how this project supports strategic partnerships or leverages matching funds. Consider:

    - Does the project help form strategic partnerships with other agencies, tribes, or nonprofits? (A strategic partnership is one that ultimately is expected to offset expenses, leverage investments, or stimulate activity that directly or indirectly generates a financial return.)
    - Does the partnership facilitate a key State Parks' goal or objective?
    - Does the project have a match of cash, grants, or in-kind services?

▲ Point Range

0 points	No partners or match
1-2 points	One partner or up to 10 percent match
3-4 points	Two partners or 10.01-24.99 percent match
5 points	Three or more partners or 25 percent or more match

Evaluators award a maximum of 5 points.

8. **Readiness to Proceed.** Describe the project's timeline. Consider:

    - For development projects, is it fully designed and permitted?
    - For acquisition projects, is there written documentation indicating a willing seller?
    - For acquisition projects, is there a written sales agreement with the property owner?
    - Are there any significant zoning, permitting issues, or encumbrances?
    - Has an economic impact analysis been completed for the project that identifies operational impacts and potential for revenue enhancement?

▲ Point Range

0 points	(Acquisition) No agreement with landowner, and fiscal impact will be substantial and require operational impact from the Legislature. (Development) Construction drawings less than 60 percent complete and fiscal impact will be substantial and require operational impact from the Legislature.
1-2 points	(Acquisition) Willing seller and/or economic impact analysis identifies minimal operating impacts. (Development) Construction drawings over 60 percent complete, and/or economic impact analysis identifies minimal operating impacts.
3-5 points	(Acquisition) Signed sales agreement, and/or economic impact analysis identifies potential revenue from the project. (Development) All permits in hand and/or economic analysis identifies potential revenue from the project.

Evaluators award a maximum of 5 points that are multiplied later by 2.

Scored by Washington State Parks and Recreation Commission—Applicants do not answer.

9. **Consistency with Mission and Vision.** How well does this project support the State Parks' mission and vision?

▲ Point Range

0 points	Does not support the State Parks' mission or vision
1-2 points	Moderately supports the State Parks' mission and vision
3-5 points	Strongly supports the State Parks' mission and vision

The State Parks Commission awards a maximum of 5 points.

Scored by RCO Staff—Applicants do not answer.

10. **Proximity to Human Populations.** Where is this project located with respect to urban growth areas, cities and town, and county density?

This question is scored by RCO staff based on a map provided by the applicant. To receive a score, the map must show the project location and project boundary in relationship to a city's or town's urban growth boundary.

▲ Point Range

A. The project is within the urban growth area boundary of a city or town with a population of 5,000 or more.

Yes	1.5 points
No	0 points

AND

B. The project is within a county with a population density of 250 or more people per square mile.

Yes	1.5 points
No	0 points

The result from A is added to the result from B. Projects in cities with a population of more than 5,000 *and* within high density counties receive points from both A and B. RCO staff awards a maximum of 3 points.

Proposed Changes to the Evaluation Criteria Summary

Evaluation Criteria Summary

The following summary represents the new criteria, should the board adopt all of the proposed changes.

Table 1: DRAFT New State Parks Criteria Summary

State Parks Criteria Summary					
Score	**#**	**Question**	**Project Type**	**Maximum Points Possible**	**Focus***
Advisory Committee	1	Public Need	All	5	State
Advisory Committee	2	Project Significance	All	15	Agency
Advisory Committee	3	Threat and Impact	Acquisition	10	State
			Combination	5	
Advisory Committee	4	Project Design	Development	10	Technical
			Combination	5	
Advisory Committee	5	Sustainability and Environmental Stewardship	All	10	State
Advisory Committee	6	Expansion/Phased Project	All	15	State
Advisory Committee	7	Project Support	All	10	State
Advisory Committee	8~~7~~	Partnership or Match	All	5	State
Advisory Committee	9~~8~~	Readiness to Proceed	All	10	Agency
State Parks Commission	10 ~~9~~	Commission Priorities ~~Consistency with Mission and Vision~~	All	6~~5~~	Agency
RCO Staff	11 ~~10~~	Proximity to Human Populations	All	3	State
Total Points Possible =89~~78~~					

Focus – *Criteria orientation in accordance with the following priorities:*

- *State – those that meet general statewide needs (often called for in Revised Codes of Washington or the Statewide Comprehensive Outdoor Recreation Plan (SCORP))*
- *Agency – those that meet agency needs (usually an item of narrower purview, often called for in the State Parks and Recreation Commission's plans)*
- *Technical – those that meet technical considerations (usually more objective decisions than those of policy).*

Proposed Changes to Evaluation Criteria

#1 Public Need

Intent: Add a Need Satisfaction criterion to better evaluate how the project will satisfy the need for the project. (Red highlights the suggested changes.)

Current	Proposed
1. Public Need. Describe why this project should be built or property acquired? Is it: • Cited in CAMP (Classification and Management Plan)? • Identified in a park master plan or other approved planning document? • Included in the current State Parks 10-year capital plan? • Consistent with State Parks' strategic plan? • Identified and supported by the public or park partners? Point Range • 0 points: No CAMP or other plan, no or little public interest. • 1-2 points: Consistent with CAMP or other plan, some public support, property acquisition listed in CAMP but not essential. • 3-5 points: Consistent with CAMP or other plan, resolves a management problem, essential to a partnership or will increase park visitation, strong public support. Evaluators award a maximum of 5 points.	**1. Public Need and Need Satisfaction**. What is the need for the proposed project? To what extent will the project satisfy the need? Consider the following: • Cited in a CAMP (Classification and Management Plan), if one exists? • Identified in a park master plan or other approved planning document? • Included in the current State Parks 10-year capital plan? • Consistent with State Parks' strategic plan? • Project or property is suited to serve the stated need? • To what degree will the project: ▪ Further care for Washington's most treasured lands, waters, and historic places. ▪ Connect more Washingtonians to their diverse natural and cultural heritage. ▪ Improve quality or expand capacity for recreational and educational experiences. Point Range • 0 points: No CAMP or other plan, Indirectly implements Mission & Vision • 1-2 points: Implements Mission & Vison despite a CAMP. Adequately addresses stated need. • 3-4 points: Implements Mission & Vision. Consistent with CAMP or other plan, resolves a management problem, essential to a partnership or will increase park visitation. Greatly addresses stated need. • 5 points: Strongly implements Mission & Vision. High priority in a CAMP or other plan, resolves a management problem, or essential to a partnership or will increase park visitation. Maximizes the satisfaction of the stated need. Evaluators award a maximum of 5 points.

#5 Sustainability and Environmental Stewardship

Current

Will the project result in a quality, sustainable, recreational opportunity while protecting the integrity of the environment? Factors to consider for acquisition and/or development and renovation projects are outlined in the table below.

Acquisition	Development and Renovation
• Does the acquisition and proposed development preserve the natural function of the site?	• Does the proposed development protect natural resources onsite and integrate sustainable elements such as low impact development techniques, green infrastructure, or environmentally preferred building products?
• How do the proposed uses protect, enhance or restore the ecosystem functions of the property?	
• Are there invasive species on site? If there are, what is your response plan?	• Vegetation/Surfaces – Are you replacing invasive plant species with native vegetation? Are you using pervious surfaces for any of the proposed facilities?
• What is the strategy or plan for maintenance and stewardship of the site?	• Education – Are you installing interpretive panels/signs that educate users about sustainability?
• How do the natural characteristics of the site support future planned uses?	• Materials – What sustainable materials are included in the project?
• To provide for greater fuel economy, is the proposed acquisition located close to the intended users?	• Energy – What energy efficient features are you adding?
• What modes of transportation provide access to the site?	• What modes of transportation provide access to the site?
• Does this project protect wetlands or wetland functions? Describe the size, quality, and classification.	• Water – Is the on-site storm water managed by rain gardens, porous paving, or other sustainable features? Does the design exceed permit requirements for storm water management?
• How does the proposed acquisition help create connectivity? How many acres are already protected? How critical is this property to the overall plan?	• If there are wetlands on site, describe the size, quality and classification and explain how the design considers the wetland functions.
• What other noteworthy characteristics demonstrate how the natural features of the site contribute to energy efficiency, less maintenance, fewer environmental impacts, or sustainability?	• What is the strategy or plan for long-term maintenance and stewardship of the site?
	• What other developed features will contribute to increasing energy efficiencies, reducing maintenance, minimizing environmental impacts, or being more sustainable?

Point Range: Evaluators award a maximum of 5 points that are multiplied later by 2.

#5 Sustainability and Environmental Stewardship (Red highlights the suggested changes.)

Intent: changing the format of evaluation question to streamline guidances, facilitate more meaningful responses, and align scoring with State Parks' environmental stewardship policies.

Proposed

What techniques or resources are proposed to ensure the project will result in a quality, sustainable, recreational, cultural preservation, or educational opportunity, while protecting the integrity of the environment? Describe how the project will protect natural resources and integrate sustainable elements such as low impact development techniques, green infrastructure, or environmentally preferred building products.

Point Range: Evaluators award 0-5 points.

0 points	No or little stewardship elements.
1-2 points	Contains stewardship elements and protects natural or cultural resources. Consistent w/State Parks' Sustainability Policy and some elements of State Parks' sustainability plan goals.
3-4 points	Numerous stewardship elements and protects or enhances natural resources or cultural resources. Implements many of Parks' sustainability goals
5 points	Maximizes natural or cultural resource protection, and contains innovative and outstanding stewardship elements. Implements many of Parks' sustainability goals.

Evaluators award a maximum of 5 points that are multiplied later by 2.

#6 Expansion/Phased Projects (Red highlights the suggested changes.)
Intent: Expand the guidances to help applicants better understand the question, and help evaluators better score the question.

Current	Proposed
Describe whether this project supports past investments. Consider: • Is the project part of a phased acquisition or development? • When did the previous phases start and end? • Is this project a distinct stand-alone phase? Point Range • 0 points: Not a phased project or is not a distinct stand-alone project • 1-5 points: Project is a key phase in a statewide legacy project or it expands a popular or notable park or facility Evaluators award a maximum of 5 points that are multiplied later by 3.	Does this project implement an important phase of a previous project, represent an important first phase, or expand or improve an existing site? Consider: • Is the project part of a phased acquisition or development? • To what extent will this project advance completion of a plan/vision? • Is this project a quality and important first phase? • What is the value of the expansion/current phase? How does it complement an existing site or expand usage, preservation, or education within a site? Point Range • 0 points: Neither a significant phase or expansion nor a distinct stand-alone project • 1-2 points: Project is a quality or important phase or expansion • 3-4 points: Project is a key first phase or expansion, or moves a project significantly towards realizing a vision. • 5 points: Project is highly important first phase, final (or near final) phase, moves a project a great deal towards realizing a vison. Evaluators award a maximum of 5 points that are multiplied later by 3.

#7 Project Support
Intent: Add a new Project Support question to better evaluate the public's support for a project.

Current	Proposed

No Project Support Question	The extent that the public (statewide, community, and/or user groups) has been provided with an adequate *opportunity to become informed*, and/or *support* for the project seems apparent.
	• Broadly interpret the term project support to include, but not be limited to:
	• Extent of efforts by the applicant to identify and contact all parties, i.e. an outreach program to local, regional, and statewide entities.
	• The extent that there is project support, including:
	  ▪ Voter-approved initiatives, bond issues, referenda.
	  ▪ Ordinance and resolution adoption.
	  ▪ Public participation and feedback.
	  ▪ Endorsements or other support from advisory boards and user and friends groups.
	  ▪ Media coverage.
	
	Point Range
	• 0 points: No evidence presented.
	• 1-2 points: Marginal community support. Opportunities for only minimal public involvement i.e. a single adoption hearing), and/or little evidence that the public supports the project.
	• 3 points: Adequate support and opportunity presented for participation.
	• 4-5 points: The public has received ample and varied opportunity to provide meaningful input into the project, and there is overwhelming support; and/or the public was so supportive from the project's inception that an extensive public participation process was not necessary.
	
	Evaluators award a maximum of 5 points that are multiplied later by 2.

#9 Readiness to Proceed (Red highlights the suggested changes.)
Intent: Expand the guidances to help applicants better understand the question, and evaluators to score the question.

Current	Proposed
Describe the project's timeline. Consider: • For development projects, is it fully designed and permitted? • For acquisition projects, is there written documentation indicating a willing seller? • For acquisition projects, is there a written sales agreement with the property owner? • Are there any significant zoning, permitting issues, or encumbrances? • Has an economic impact analysis been completed for the project that identifies operational impacts and potential for revenue enhancement? Point Range • 0 points (Acquisition) No agreement with landowner, and fiscal impact will be substantial and require operational impact from the Legislature. (Development) Construction drawings less than 60 percent complete and fiscal impact will be substantial and require operational impact from the Legislature. • 1-2 points (Acquisition) Willing seller and/or economic impact analysis identifies minimal operating impacts. (Development) Construction drawings over 60 percent complete, and/or economic impact analysis identifies minimal operating impacts.	Describe the project's timeline. Is the project ready to proceed? Consider: • For development projects, is it fully designed and permitted? • For acquisition projects, is there written documentation indicating a willing seller? • For acquisition projects, is there a written sales agreement or option with the property owner? • Are there any significant zoning, permitting issues, or encumbrances? • Has State Parks completed an economic impact analysis or business plan for the project that identifies operational impacts and potential for revenue enhancement? Point Range • 0 points: Not ready, business case not evident. (Acquisition) No agreement with landowner, and fiscal impact will be substantial and require operational impact from the Legislature. (Development) No construction drawings, no formal (or negative) business case determined, and fiscal impact will be substantial and require operational impact from the Legislature. • 1-2 points (Acquisition) Willing seller and economic impact analysis identified or positive cost - benefit. (Development) Construction drawings at or near 60% percent complete, and economic impact analysis identifies minimal operating impacts, or positive cost – benefit analysis exists. • 3-4 points (Acquisition) Property (purchase) secured in some way by legal instrument to include a letter of intent, or being held in trust or by NGO (for example). Positive cost-benefit analysis exists. (Development) Construction drawings at or over 60% complete, and economic analysis identifies potential revenue from the project, or positive cost-benefit analysis exists. (continued)

• 3-5 points (Acquisition) Signed sales agreement, and/or economic impact analysis identifies potential revenue from the project. (Development) All permits in hand and/or economic analysis identifies potential revenue from the project. Evaluators award a maximum of 5 points that are multiplied later by 2.	• 5 points (Acquisition) Has a Purchase and Sale Agreement/Option signed and will the purchase be made within its existing term, has very strong business case and cost-benefit analysis exists. (Development) Plans completed and all permits in hand, economic analysis identifies potential revenue from the project. Positive cost-benefit analysis exists. Completed business plan identifies potential revenue from the project. Evaluators award a maximum of 5 points that are multiplied later by 2.

#10 Commission's Priorities
Intent: Improve the relevancy and efficacy of the evaluation question.

Current	Proposed
Consistency with Mission and Vision. How well does this project support the State Parks' mission and vision? Point Range 0 points — Does not support the State Parks' mission or vision 1-2 points — Moderately supports the State Parks' mission and vision 3-5 points — Strongly supports the State Parks' mission and vision The State Parks Commission awards a maximum of 5 points.	**Commission's Priority.** How well does this project implement the Commission's priorities? Point Range: 0-6 The Commission assigns each application a value from 1 to the total number of applications (projects). The Commission should assign the most important priority project with the highest value available, and the lowest priority project with the lowest value available, and so on. Multiplier(s): If 6 applications scored, no multiplier. In all other cases, the multiplier will vary to make the Commission's highest priority application value 6. All other applications will have values less than 6.

WASHINGTON STATE
Recreation and Conservation Funding Board

Recreation and Conservation Funding Board Briefing Memo

Item **8**

APPROVED BY RCO DIRECTOR KALEEN COTTINGHAM

Meeting Date: February 9-10, 2016

Title: Policy Updates for Firearms and Archery Range Projects

Prepared By: Adam Cole, Natural Resource Policy Specialist

Summary

This memo summarizes three potential updates to grant programs that provide funding for firearms and archery recreation projects.

Board Action Requested

This item will be a:
- ☐ Request for Decision
- ☒ Request for Direction
- ☐ Briefing

Background

In January 2014, the Recreation and Conservation Funding Board (board) adopted a Firearms and Archery Range and Course Safety Policy (Safety Policy) for the Firearms and Archery Range Recreation (FARR) program[1]. The FARR program provides grants to purchase and develop land, construct or improve shooting range facilities, purchase equipment, address safety or environmental needs, abate noise, and provide liability protection.

The Safety Policy applies to all projects that directly benefit a shooting activity or address noise and safety issues. For example, the Safety Policy would not apply to the expansion of a parking lot but would apply to the replacement of a range berm or backstop, or the addition of shooting stations to a firing line. The Safety Policy requires projects benefiting a shooting activity to follow the range design guidance developed by the National Rifle Association, National Field Archery Association, and Archery Trade Association depending upon the type of facility proposed. The Safety Policy also requires that a qualified person evaluate the project for compliance with the policy.

Below is the adopted Firearms and Archery Range Course Safety policy statement:

> *"The RCO does not certify ranges or courses as being safe. However, RCO does require range and course facilities funded by the FARR program to be acquired, planned, designed, operated and maintained to contain bullets, shot, arrows or other projectiles within the facility property and to minimize noise impacts to adjacent and nearby properties. Therefore, all funded projects that directly benefit shooting activities or noise and safety abatement projects must be constructed to contain all projectiles. Depending upon the type of facility, the design must meet guidance published by the National Rifle*

[1] Recreation and Conservation Funding Board, Resolution #2014-05

Association (NRA)[2], National Field Archery Association (NFAA)[3] and the Archery Trade Association (ATA)[4].

To determine whether a project meets RCO policy, each project that directly benefits shooting activities or noise and safety abatement projects must be evaluated by a certified advisor from one of the associations identified above, professional engineer or other qualified professional consultant with experience and expertise in the evaluation and design of ranges and courses. Project sponsors must provide documentation of the project's evaluation by one of the above reviewers prior to receiving reimbursement from RCO. Costs associated with meeting this requirement are eligible administration expenses in the grant." [5]

Since the implementation of the Safety Policy, RCO staff identified some additional issues for board consideration. These include:

1. Expanding the Safety Policy to all other grant programs that could fund a firearms or archery project.
2. Establish limits on the number of range evaluations (and reports) eligible for reimbursement within the grant term.
3. Amend the Safety Policy for projects using guidance found in the Archery Trade Association's Archery Park Guide. The Archery Park Guide lacks explicit language that the range owner should ensure projectiles do not leave the range property.

Issues and Recommendation

1. Expanding the Safety Policy to Other Board Funded Programs

Issue

Board resolution 2014-05 applies the Firearms and Archery Range and Couse Safety Policy only to FARR. Therefore, other programs that may acquire or develop firearms and archery range projects lack a safety policy.

Staff Recommendation

Apply the existing Firearm and Archery Range and Course Safety Policy to the following programs:

- Nonhighway and Off-Road Vehicle Activities
- Land and Water Conservation Fund
- Washington Wildlife and Recreation Program
- Youth Athletic Facilities

RCO Staff propose the following policy statement for the above programs:

> "The RCO does not certify ranges or courses as being safe. However, RCO does require range and course facilities funded by the ~~FARR~~ Recreation and Conservation Funding Board to be acquired, planned, designed, operated and maintained to contain bullets, shot, arrows or other projectiles within the facility property and to minimize noise impacts to adjacent and nearby properties. Therefore, all funded projects that directly benefit shooting activities or noise and safety

[2] The current NRA guide is called The Range Source Book (2012).
[3] The current NFAA guide is called the Archery and Bowhunter Range Guidelines.
[4] The current ATA guide is the Archery Park Guide (2012).
[5] Recreation and Conservation Funding Board, Resolution #2014-05

abatement projects must be constructed to contain all projectiles. Depending upon the type of facility, the design must meet guidance published by the National Rifle Association (NRA)[6], National Field Archery Association (NFAA)[7] and the Archery Trade Association (ATA)[8].

To determine whether a project meets RCO policy, each project that directly benefits shooting activities or noise and safety abatement projects must be evaluated by a certified advisor from one of the associations identified above, professional engineer or other qualified professional consultant with experience and expertise in the evaluation and design of ranges and courses. Project sponsors must provide documentation of the project's evaluation by one of the above reviewers prior to receiving reimbursement from RCO. Costs associated with meeting this requirement are eligible administration expenses in the grant."

2. Limit the Number of Range Evaluations (and Reports) Eligible for Reimbursement

Issue

The Safety Policy requires the sponsor to hire a qualified professional or certified advisor (qualified person) to evaluate if the firearms and archery project conforms to the policy. The implementation of this requirement requires the sponsor to have two evaluations performed during the term of the grant. Before construction begins, the sponsor must hire a qualified person to evaluate the final project design and produce a report. Upon project completion, but before full reimbursement of a project, the sponsor must hire a qualified person to evaluate (inspect) the completed project and produce a report. Currently, there is no limit to the number of evaluations a sponsor may request for reimbursement. Providing limits on the number of evaluations (and subsequent reports) RCO may reimburse ensures more funds are spent on direct development or acquisition costs.

Staff Recommendation

Limit the number of evaluations (and subsequent reports) sponsors may request for reimbursement to two, one at design and one at project completion.

RCO staff propose the following policy language be added to Manual 11, Firearms and Archery Range Recreation Program and each policy manual where shooting facilities are allowed:

> "For project evaluations (and subsequent reports) required by the Firearms and Archery Range and Course Safety Policy, RCO limits the number of evaluations (and reports) for which a sponsor may request reimbursement to two, one at design and one at project completion."

3. Ensuring Containment for Archery Park Guide Projects

Issue

The Safety Policy requires that projectiles not leave the range property. The Safety Policy also requires adherence to at least one of three published guides, the National Rifle Association's Range Source Book, the National Field Archery Association's Archery and Bowhunter Range Guidelines, and the Archery Trade Association's Archery Park Guide. All but the Archery Park Guide have explicit guidance stating a range must be designed to contain projectiles within the range property. The Archery Park Guide guidance require safety zones and at times containment structures, but lacks explicit language that addresses projectiles leaving a range's property boundary.

---

[6] The current NRA guide is called The Range Source Book (2012).
[7] The current NFAA guide is called the Archery and Bowhunter Range Guidelines.
[8] The current ATA guide is the Archery Park Guide (2012).

Staff Recommendation

State in the Safety Policy that projects using the Archery Trade Association's Archery Park Guide must contain projectiles within the range property.

RCO Staff propose the following changes to the policy statement:

> "The RCO does not certify ranges or courses as being safe. However, RCO does require range and course facilities funded by the FARR (and other programs that allow archery projects) to be acquired, planned, designed, operated and maintained to contain bullets, shot, arrows or other projectiles within the facility property and to minimize noise impacts to adjacent and nearby properties. Therefore, all funded projects that directly benefit shooting activities or noise and safety abatement projects must be constructed to contain all projectiles. Depending upon the type of facility, the design must meet guidance published by the National Rifle Association (NRA)[9], National Field Archery Association (NFAA)[10] and the Archery Trade Association (ATA)[11]. For projects using guidance from the Archery Trade Association's Archery Park Guide, 1) projects must also be acquired, planned, designed, operated and maintained to ensure projectiles do not cross the range property boundary even if the adjoining property is uninhabited, and 2) all safety buffer zones must be included within the range property for which the project Sponsor can demonstrate adequate control and tenure over per Recreation and Conservation Funding Board policy.
>
> To determine whether a project meets RCO policy, each project that directly benefits shooting activities or noise and safety abatement projects must be evaluated by a certified advisor from one of the associations identified above, professional engineer or other qualified professional consultant with experience and expertise in the evaluation and design of ranges and courses. Project sponsors must provide documentation of the project's evaluation by one of the above reviewers prior to receiving reimbursement from RCO. Costs associated with meeting this requirement are eligible administration expenses in the grant."

Next Steps

Based on board direction, staff is prepared to move forward with preparing the above recommendations for formal public comment and coordinating a public hearing at the April 2016 board meeting. The board would consider whether to adopt the proposed amendments based on the public comments received.

Link to Strategic Plan

The proposed recommendations reflect the opportunity to make policy improvements that support the board's goal to achieve a high level of accountability in managing the resources and responsibilities entrusted to the board.

[9] The current NRA guide is called The Range Source Book (2012).
[10] The current NFAA guide is called the Archery and Bowhunter Range Guidelines.
[11] The current ATA guide is the Archery Park Guide (2012).

WASHINGTON STATE
Recreation and Conservation Funding Board

Recreation and Conservation Funding Board Briefing Memo

Item **9**

APPROVED BY RCO DIRECTOR KALEEN COTTINGHAM

Meeting Date: February 9-10, 2016

Title: Follow-up on Climate Change Policy Proposal

Prepared By: Leslie Connelly, Natural Resource Policy Specialist

Summary

This memo follows up on the climate change discussion at the Recreation and Conservation Funding Board (board) meeting in November 2015. It includes a proposed approach to address climate change in grant applications starting in the 2016 grant cycle.

Board Action Requested

This item will be a:

- ☐ Request for Decision
- ☒ Request for Direction
- ☐ Briefing

Background

At the Recreation and Conservation Funding Board (board) meeting in November 2015, the board discussed ways to address the impacts of climate change within the grant program's evaluation criteria. The board discussed two "need" statements related to climate change: 1) the board acknowledges that effects may occur to projects funded by the board due to a changing climate and 2) the board wishes to address these effects when reviewing applications.

The board directed Recreation and Conservation Office (RCO) staff to research the possibility of drafting a non-scored application question that focuses on the big picture of climate change. Based on applicants' response to the question, the board may develop scored criteria or other policies related to climate change in the future. Members Ted Willhite and Joe Stohr volunteered to work with staff before the next meeting.

Based on the needs statements, staff researched existing requirements and guidance on climate change within Washington State government. Of particular note is the state law on greenhouse gases and three Governor's Executive Orders. A list of these resources is below with a brief description. Staff can provide information at the board meeting if members are interested.

- Executive Order 07-02, "Washington Climate Change Challenge", February 7, 2007 - sets greenhouse gas emissions reduction targets and a course of action for the state to meet those targets in this directive.
- Revised Code of Washington 70.235, "Limiting Greenhouse Gas Emissions" – adopted in 2008, puts into law the greenhouse gas emissions reduction targets prescribed by Executive Order 07-02. One aspect of the law, RCW 70.235.070, requires state agencies to consider whether grant recipients have adopted policies to reduce greenhouse gas emissions as a means to help the state reach its emissions goals.

- Executive Order 09-05, "Washington's Leadership on Climate Change", May 21, 2009 – identifies state actions to reduce greenhouse gas emissions and other climate change impacts.
- Guidance for Ecology Including Greenhouse Gas Emissions in SEPA Reviews, Department of Ecology, 2011 – internal guidance for the Department of Ecology on how to implement RCW 70.235 through the State Environmental Policy Act review process.
- Washington State Integrated Climate Change Response Strategy, Department of Ecology, April 2012 – Multiple state agency strategy to implement RCW 70.235 and Executive Order 09-05.
- Executive Order 14-04, "Washington Carbon Pollution Reduction and Clean Energy Action", April 29, 2014 – Strategies to cut carbon pollution and advance development and use of clean energy technologies. This executive order superseded Executive Orders 07-02 and 09-05.

Some other recent developments that may be of interest to the board are the United Nations Conference on Climate Change in late 2015 when 195 countries adopted the first universal climate agreement known as the Conference of Parties 21 Agreement and King County updated its Strategic Climate Action Plan in late 2015 which is a five year action plan for all county operations.

Analysis

The state law "Limiting Greenhouse Gas Emissions" and the Governors' Executive Orders provide some guidance to the board on its role in addressing climate change. While there was no directive to the board specifically, there is a level of synergy with work implemented by other state agencies to move forward with some type of review of the climate change effects caused or effects mitigated by board-funded projects.

There can be positive and negative effects from board-funded projects. For example, a large park development project may emit a significant amount of greenhouse gas emissions, particularly during construction, affecting climate change. Conversely, a large forestland protection project may sequester carbon and act as a "carbon sink" mitigating climate change effects on the planet.

Project sponsors may also have their own directives or efforts to address climate change as the above example from King County illustrates. Climate change response likely varies by sponsor. The board could learn from sponsors what they are doing now to understand how a board policy in the future can be most effective.

Finally, the board has a fiduciary responsibility to ensure wise investment of grant funds. At a minimum, a funded project should not significantly add to greenhouse gas emissions and the impacts of climate should not negatively affect the state's investment.

Alternatives

Staff considered a number of different ways the board could address the needs statements from the November 2015 meeting. A brief summary of these alternatives are in Table 1.

Table 1. Alternatives for addressing climate change in grant applications.

Alternative	Description	PROS	CONS
1 – Include climate change as an element in applicants' plans to be eligible to apply for grant funds.	For many of the board's funding programs, applicants must submit a plan for outdoor recreation and/or conservation in order to be eligible for grant funding. The board could require applicants to address climate change in this plan.	• Requires applicants to address climate change at the organizational level and take a systems approach.	• May not be a feasible requirement for some sponsors. • Would take up to six years to implement as applicants' plans expire.
2 – Include a scored evaluation question during application review.	The board could add climate change to the sustainability question or create a separate question on climate change in the evaluation criteria.	• Provides an incentive to applicants to address climate change in the project. • Evaluates applications on the merits of their climate change response.	• Requires a level of knowledge for the advisory committee members about climate change response. • Additional criteria ancillary to the purpose of the grant program may dilute program outcomes.
3 – Include an unscored application question.	The Recreation and Conservation Office could ask a question along with other administrative questions in the application submittal.	• Collects information from applicants about what may already be happening to respond to climate change. • Does not penalize applicants who may not yet be addressing climate change in their organization or in their project. • Does not dilute the purpose of the grant program with an ancillary evaluation question. • Does not place a burden on the advisory committee members to know about climate change.	• No incentive for applicants to address climate change.

Recommendation

Staff discussed these alternatives with the two board members (Willhite and Stohr) and recommends that the board direct RCO to implement alternative #3 to include a question on climate change in the unscored grant application questions. RCO typically creates the unscored administrative questions to collect basic information such as permitting requirements, known cultural resources issues, and existing structures at the project site. They are not part of the evaluation criteria scored by the advisory committees.

Staff is prepared to include a question starting in the 2016 grant cycle. As of this memo, staff drafted the following question to include in all applications:

> *"How did your organization consider climate change in developing this project?"*

The question is broad enough that an applicant could response with both the positive and negative effects of the project as it relates to climate change.

Request for Direction

Staff seeks direction from the board on whether to proceed with implementing alternative #3 and include the application question mentioned above or another suggested question on climate change in the 2016 grant cycle.

Next Steps

If directed so by the board, staff will finalize the application question on climate change and include it in the application requirements for 2016. All applications will be complete by the fall of 2016 at which time staff would compile all the applicants' responses, analyze them, and report to the board in early 2017 on the findings. The board may wish to adopt a formal policy or scored evaluation criteria at that time or continue collecting additional information from applicants and other resources.

In addition, staff will investigate whether climate change is an appropriate topic to include in the 2017 statewide comprehensive outdoor recreation plan (SCORP). Staff will look more closely at what other states have done and see if addressing climate change helps meet Washington State's outdoor recreation and conservation needs.

Link to Strategic Plan

Addressing climate change in the grant programs is supported by the board's strategic plan goals, which are:

1. We help our partners protect, restore, and develop habitat and recreation opportunities that benefit people, fish and wildlife, and ecosystems.
2. We achieve a high level of accountability in managing the resources and responsibilities entrusted to us.
3. We deliver successful projects by inviting competition and by using broad public participation and feedback, monitoring, assessment, and adaptive management.

WASHINGTON STATE
Recreation and Conservation Funding Board

Recreation and Conservation Funding Board Briefing Memo

Item **10**

Meeting Date: February 9-10, 2016

Title: Performance Measures

Prepared By: Scott Robinson, Deputy Director

Summary

This item provides additional requested information as the Recreation and Conservation Funding Board (board) continues its discussion about revising its performance measures.

Board Action Requested

This item will be a:

- ☐ Request for Decision
- ☒ Request for Direction
- ☐ Briefing

Background

The Recreation and Conservation Funding Board (board) adopted its current strategic plan in June 2012. Within the plan, the board's mission is stated:

> "*Provide leadership and funding to help our partners protect and enhance Washington's natural and recreational resources for current and future generations*."

In support of this mission, the plan focuses on three goals:

1. We help our partners protect, restore, and develop habitat and recreation opportunities that benefit people, fish and wildlife, and ecosystems.
2. We achieve a high level of accountability in managing the resources and responsibilities entrusted to us.
3. We deliver successful projects by inviting competition and by using broad public participation and feedback, monitoring, assessment, and adaptive management.

Over the past ten months the board has been reviewing its strategic plan; members agree that the mission, goals and guiding principles are satisfactory as currently written. More recent discussion focuses on identifying some new performance measures that more accurately measure the board's goals.

Previous Board Discussions and Actions

April 2015 - Board Discussion

The board's April retreat included a lengthy discussion about the board's strategic plan and performance measures. Board members agreed that the current plan is still relevant, but perhaps some modification may be needed to reflect current trends.

The board identified the following key future considerations and action items:

1. **Strategic Plan**
    a. How to address quality of life
    b. How to respond to emerging trends
    c. How to reflect other investments or costs leveraged by the board's investments (i.e. volunteer time)
    d. How to capture costs of operating and maintaining projects into the future
    e. How should the board encourage meaningful civic engagement

2. **Performance Measures**
    a. Develop performance measures that reflect:
        i. Is the funding going to the right places?
        ii. The "big picture" by use or project type (i.e., some uses, such as trails, span several funding sources/categories)
        iii. How historic data compares to a recent span of time-trends
    b. Have further discussion about measures that would better align with a unifying statewide strategy.

June 2015 - Board Discussion

In 2012 the board adopted performance measures that, until mid-2015, were not being actively monitored and reported. In June 2015, staff presented the board with a graphic overview of its performance measures and included outcomes for review and discussion (see June 2015 meeting materials, Item 4). After a brief conversation, the suggestion was made by one board member to form a team to scope the performance measures that meet board, staff, and legislative needs. It was decided that Chair Spanel would choose whether to form a subcommittee.

October 2015 - Action

After some consideration, Chair Spanel decided that instead of forming a subcommittee to work on the board's strategic plan and performance measures update, the board as a whole would hold a discussion and decide on a path forward at the November meeting.

November 2015 – Board Discussion

In November 2015 the board continued its discussion of performance measures and requested that staff provide some examples from other states. Additionally, staff was asked to see if the Trust for Public Lands might be available to provide a demonstration of their Geographic Information System (GIS) which displays public lands related to demographic data and other information. Additionally, each board member was asked to send their comments and suggested changes to the performance measures to the Deputy Director for review by the board in February 2016. Staff researched performance approaches of other states, including Colorado and Oregon.

Performance Measures – Factors to Consider

When developing or adjusting performance measures, staff suggests the board consider whether the measures are:

1. Cost Effective

   a. Is data available?
   b. Can data can be "rolled up" to the program, board, or agency level?
   c. Can the measure be compared to a target?

2. Timely
   a. Is the data current and updated on a set schedule?

3. Relevant
   a. Does the measure tell a story about whether the program, board, or agency is meeting its objectives?
   b. Does the measure relate to the State Comprehensive Outdoor Recreation Plan (SCORP)?
   c. Does the measure tie to the board and agency's strategic plan?

4. Understandable
   a. Is the measure clear?
   b. Is the measure concise?
   c. Is the measure is non-technical?

Next Steps

After board discussion, staff will conduct the necessary work to research/refine the board's performance measures.

Resources

1. Board's Current Strategic Plan (adopted June 2012)
2. Board's Strategic Plan Performance Measures (presented in June 2015, Item 4)
3. Agency Performance Measures (presented in June 2015, Item 4)
4. RCW 79A.24.005
5. Colorado Parks and Wildlife 2015 Strategic Plan
6. Great Outdoors Colorado (GoCo Web site)
7. Oregon Parks and Recreation Performance Reporting
8. Results Washington – Goal 3 – Sustainable Energy & Clean Environment

Attachments

A. Comments from Member Mayer
B. Comments from Member Bloomfield

RCW 79A.25.005

Policy—Mission of board.

...a decline in suitable land for recreation and resulted in overcrowding and deterioration of existing facilities.

- % of acquisitions within x miles of a population center >xx,xxx people
- % of total renovation projects serving populations of >xx,xxx people
- # of acres of renovation projects serving populations of >xx,xxx people
- # of acres renovated
- # of trail miles developed
- # of sport fields developed
- % increase/decrease in publicly accessible acreage (from prior grant period)

...Lack of adequate recreational resources

- % of total renovation projects serving populations of >xx,xxx people
- # of acres of renovation projects serving populations of >xx,xxx people
- # of acres renovated
- # of acres developed

...directly affects the health and well-being of all citizens of the state,

The Benefits of Physical Activity Provided by Park and Recreation Services: The Scientific Evidence

- % of total acquired acres supporting active recreation
- % of local parks acquisition and development projects within 1 mile of a population center >5,000 people
- % of development and renovation projects that include removal of physical barriers limiting public access/use

...reduces the state's economic viability, and (Comment Mr. Mayer: We could "drill down" further by grant program or roll up into an evaluation by Account type)

Economic Analysis of Outdoor Recreation in Washington State

- Estimated $ economic impact associated with acquisition projects
- Estimated $ economic impact associated with development projects
- Estimated $ economic impact associated with renovation projects
- Estimated $ economic impact associated with combo projects

...prevents Washington from maintaining and achieving the quality of life that it deserves.

- % of development projects of 5 acres or more with >3 public access points
- # of acres/miles dedicated to multi/shared use
- % of total identified high priority habitats preserved
- # of acres of identified high priority habitats acquired

....It is therefore the policy of the state and its agencies to preserve, conserve, and enhance recreational resources and open space.

- % of acres acquired vs. developed vs. renovated
- % increase/decrease of acquired vs. developed vs. renovated acres from prior funding period

...In carrying out this policy, the mission of the recreation and conservation funding board and its office is to

(a) create and work actively for the implementation of a unified statewide strategy for meeting the recreational needs of Washington's citizens,

(b) represent and promote the interests of the state on recreational issues in concert with other state and local agencies and the governor,

(c) encourage and provide interagency and regional coordination, and interaction between public and private organizations,

(d) administer recreational grant-in-aid programs and provide technical assistance, and

(e) serve as a repository for information, studies, research, and other data relating to recreation.

We help our partners protect, restore, and develop habitat and recreation opportunities that benefit people, wildlife, and ecosystems (Comment Mr. Mayer**:** we could use existing state and local plans to develop applicable performance targets and measures)
(WDFW Vision 2020; State Parks Strategic Plan 2014-19; State Parks Transformation Strategy 2013; DNR Strategic Plan 2014-17; 2013 SCORP; 2013-2018 Washington State Trails Plan)

- % of total acres acquired supporting identified priority species
- % of total acres acquired supporting hunting opportunities
- % of total acres acquired supporting fishing opportunities
- % of total acres acquired supporting wildlife viewing opportunities
- % of total acres acquired preserving critical areas
- % of identified high priority habitats acquired
- # of acres/miles providing migratory or connectivity corridors
- % of total acres developed supporting multi/shared use recreation activities
- # of sportfields developed
- % of acquired acres supporting active recreation
- % of funded local park projects ranked in top 10 in local PROS plans
- # of trail development projects connecting existing trails
- # of trail miles acquired
- % of trail miles acquired linking existing regional and state trails
- # of trail development projects linking existing state trails
- % increase/decrease in sponsor match of top 10 ranked projects in all categories (from prior grant period)
- % increase/decrease in non-sponsor contributions of top 10 ranked projects in all categories (from prior grant period)
- % of total acres protected other than via fee simple
- % of development and renovation projects increasing functionality of existing facilities

Board Performance Measure Concepts
Member Betsy Bloomfield – December 2015

Attachment B

RCFB Current Key Performance Measures-Work from Current

Goal	Framing Question	Measure
We help our partners protect, restore, and develop habitat and recreation opportunities that benefit people, wildlife, and ecosystems.	Is the board creating opportunities for recreation that have been identified as priorities through recognized planning efforts like SCORP?? Is the board protecting natural systems and landscapes within its authority to allocate funds to critical priorities? Is the board receiving the right information and hearing from the appropriate experts on recreation and ecosystem planning?	Projects funded by type, location Projects that address current gaps in service per SCORP and state-wide recreation plans ~~Acres protected (through acquisition) or restored~~ The board is receiving an annual formal briefing from the state natural resource agencies on their internal landscape priority-setting processes. Acquisitions and recreation projects are displayed each biennium in a GIS with an in-person presentation from the agencies on the ecosystem beneftis accruing from the investments.
	~~Are we affecting the health of Washingtonians?~~	~~Percent of respondents to OFM and statewide recreation surveys reporting participation in active recreation~~
We achieve a high level of accountability in managing the resources and responsibilities entrusted to us.	Is the evaluation process objective and fair?	Percent of applicants reporting that the evaluation is objective and fair Performing reviews of negative responses and working with an established process for addressing constructive issues
	Are we managing grants efficiently and reducing project delays?	Agency re-appropriation rate

Goal	Framing Question	Measure
	How well do we maintain the state's investments? Is the board fulfilling its own statutory role in ensuring statewide outdoor recreation and conservation needs are being met through grant programs	Percent of grants in compliance {Sustainability measure to be developed with policy) Biennial board retreats with a board self-evaluation agenda item.
We deliver successful projects by using broad public participation and feedback, monitoring, assessment, and adaptive management.	Are stakeholders involved in policy development?	~~Percent of sponsors agreeing with the survey question that "The board considers input before making policy decisions"~~Demonstrated increase in number of individuals and discrete organizations participating actively in policy development.
	Are we achieving statewide participation in our grant programs?	Number of funded projects by location (e.g., county or other geography)

WASHINGTON STATE
Recreation and Conservation Funding Board

Recreation and Conservation Funding Board Briefing Memo

Item **11**

APPROVED BY RCO DIRECTOR KALEEN COTTINGHAM

Meeting Date: February 9-10, 2016

Title: Washington Wildlife and Recreation Program Review: Expectations for the Board to implement potential legislative changes and other policy recommendations

Prepared By: Wendy Brown, Policy Director

Summary

This memo begins the discussion of what might follow from the passage of a bill to implement the recommendations of the Washington Wildlife and Recreation Program. In addition to the statutory changes proposed in the bill (HB 2509, SB 6227), there are many policy changes that will need to be addressed by the board. These potential board actions are outlined below.

Board Action Requested

This item will be a:

- ☐ Request for Decision
- ☐ Request for Direction
- ☒ Briefing

Background

The Washington Wildlife and Recreation Program (WWRP)[1] is a statewide grant program that provides funding for a broad range of land protection and outdoor recreation projects, including park acquisition and development, habitat conservation, farmland preservation, riparian protection, and construction of outdoor recreation facilities. Authorized in 1990, the WWRP was envisioned as a way for the state to acquire valuable recreation and habitat lands before they were lost to other uses and to develop recreation areas for a growing population.

In Section 3163[2] of the 2015-17 capital budget, the Legislature directed the Recreation and Conservation Office (RCO) to convene and facilitate a stakeholder process to review and make recommendations for statutory revisions to the WWRP. The review was completed, and a final report presenting eleven recommendations for statutory and policy revisions to the program was provided to the Legislature on December 1, 2015. Some of the recommendations require statutory changes and some require a combination of statutory and/or board policy changes.

Following the submittal of the report to the Legislature, the RCO drafted a bill (HB 2509, SB 6227) to implement the statutory components of the report and received approval from the Governor to introduce the bill in the 2016 Legislative Session. Should the bill pass, there will be policy work required by the Recreation and Conservation Funding Board (board) to implement changes to the program. Even if the bill does not pass, there are recommendations that the board should review that are within the board's policy purview. The review recommendations and their potential implications to the work of the board are described in the following section.

[1] See Chapter 79A.15 of the Revised Code of Washington (RCW).
[2] Senate Bill 5097, House Bill 1115

WWRP Review Recommendations

A. Allocation Formula. To simplify the funding formula and make it more transparent, the review recommends a new approach that would have no funding level triggers – all accounts and categories would have a designated fixed percentage of the total appropriation. Allocation of the legislative appropriation (minus RCO administration) would be as follows:

- Forty-five percent to the Habitat Conservation Account (with categories of critical habitat, natural areas, riparian, state lands restoration and enhancement, and urban wildlife).
- Forty-five percent to the Outdoor Recreation Account (with categories of local parks, state lands development and renovation, state parks, trails, and water access).
- Ten percent to a new Farm and Forest Account (with categories of farmland preservation and forestland preservation).

This modified funding formula could be implemented immediately and would not require development of board policy. This would be implemented at the time the board adopts the ranked lists of projects and submits them to the Governor's Office on or before November 1, 2016. The only work to implement this change is a change to the excel spreadsheet.

B. Capital Improvements, Restoration, Renovation, and Enhancement of State Lands. The report recommends three ways to improve the condition of state-owned lands that are acquired through the program:

- Increase the percentage of Habitat Conservation Account funds allocated for the State Lands Restoration and Enhancement Category from 5 percent to 10 percent or $3 million, whichever is less. If the percentage allocation exceeds $3 million in any biennial capital budget, the surplus funding up to the full 10 percent would be reallocated by the Recreation and Conservation Funding Board to the Riparian Protection Category. It is further recommended that State Parks be eligible for funding in this account. This recommendation requires a statutory change to the formula and a change in board policy to add State Parks as eligible in this category.
- Increase the percentage of Outdoor Recreation Account funds allocated for the State Lands Development and Renovation Category from 5 percent to 10 percent, or $3 million, whichever is less. If the percentage allocation exceeds $3 million in any biennial capital budget, the surplus funding in this category up to the 10 percent allocation would be reallocated by the Recreation and Conservation Funding Board to the Water Access Category. This recommendation requires a statutory change.
- Increase the amount of noxious weed control funding that is eligible in acquisition projects as an incidental cost from $125 per acre to $150 per acre. This recommendation requires a change to board policy. This policy does not rely on a legislative change to implement. It is within the board's purview under the current law.

C. Greater Eligibility and Competitiveness. The recommendation is for nonprofit nature conservancy organizations to retain their current eligibility and gain eligibility in the Critical Habitat, Natural Areas, Urban Wildlife, and the new Forestland Preservation Categories. The nonprofit nature conservancy organizations would be required to provide a 50 percent match in these categories. This recommendation requires both statutory and policy changes. It also requires changes to our PRISM database.

The report also recommends that criteria be developed to reward partnerships between nonprofit nature conservancy organizations and state or local agencies and organizations, where the nonprofit organization provides dedicated stewardship funding through reserves. Further definition of potential

partnership benefits and opportunities will need to be considered by the board in consultation with the nonprofit nature conservancy organizations as policies for implementation are developed.

D. Projects that Demonstrate Multiple Values. Many WWRP projects already provide multiple benefits for habitat conservation and recreation; however, the evaluation criteria required by statute for several of the current categories tend to focus on a narrow range of benefits. To better capture those multiple benefits, there is a recommendation in the report to modify board policy in several of the Habitat Conservation Account categories. All of these policy changes hinge on the proposed statutory definition of multiple benefits, although the board could consider how to recognize multiple benefits absent the passage of the bill.

- Create evaluation criteria within certain categories in the Habitat Conservation Account (Critical Habitat, Natural Areas, Riparian Protection, and Urban Wildlife) that reward projects that provide multiple benefits and are compatible with habitat conservation goals.
- Allow working lands, both rangelands and forests, to be eligible projects through the multiple benefits criteria within the Habitat Conservation Account. Continue to allow rangeland projects to be eligible under the Farmland Preservation Category.
- Multiple benefits that additionally provide for conservation benefits, habitat connectivity, recreational benefits, and community collaboration and support are examples of multiple values that should be developed as incentives in scoring and evaluation criteria for working lands and projects in the habitat conservation categories.

E. Preservation of Working Lands. Increasing the state's ability to conserve a broader range of working lands is strongly encouraged in the report, as is a more robust use of 'less than fee simple' conservation tools such as conservation easements. The main recommendation is that a forestland preservation be added as a new category within the Farmlands Preservation Account, which is proposed to be renamed the Farm and Forest Account. If the new forest land category is included in the final bill adopted by the legislature, the board will need to develop policy and criteria to implement the new program.

Another component of this recommendation is that the board continue to strengthen the Farmland Preservation program by working with applicants and their partners to modify and clarify policies that apply to farmland preservation, including using the potential productivity of the land and the opportunity for farming, rather than being limited to current farming practices. To encourage farmers to adopt voluntary measures for riparian protection and other best practices with ecological benefits, incentives through scoring criteria and appraisal valuation for conservation easements could be developed. Several of these recommendations were included in the recent policy adopted by the board for the Farmland Preservation Account. Others may need to be considered.

The recommendation also includes board policy changes to incorporate working land concepts into the WWRP Habitat Conservation Account, such that:

- Projects that propose forest and rangeland management with conservation values would be encouraged as one of the multiple benefits in the Habitat Conservation Account.
- Projects that create or add to community forests would be encouraged, especially those that fit in the community forest program administered by the Washington Department of Natural Resources.
- Projects that propose to conserve historical ranching enterprises consistent with habitat conservation values would be encouraged as one of the multiple benefits within the Habitat Conservation Account.

F. Local Parks and State Parks Acquisition and Development Ratios. The review recommends re-balancing the acquisition and development requirement in the local parks and state parks categories to the following:

- No less than 40 percent, and no more than 50 percent, of the funding shall go to projects with acquisition.

The board would need to determine how best to apply this formula – as a straight 60 percent set-aside for development projects or with the flexibility to scale down to 50 percent if there are a significant number of meritorious acquisition projects. The board could also choose to achieve these targets either over one funding cycle or over several funding cycles.

G. Underserved Populations. To reduce barriers and enhance participation by underserved communities, the report recommends the following bridges to assist areas currently underserved by WWRP:

- Provide match waivers or match reductions for cities and towns whose median income falls below a measureable index of need. Allowing for match waivers is identified in the bill, but establishing the most appropriate trigger points for either of these metrics would be done by the board.
- Create evaluation criteria or provide match reductions that reward projects involving partnerships between sponsors and organizations that provide other services and community programs targeted specifically at underserved communities.
- Provide more direct grant manager outreach and technical assistance to rural counties, cities, and towns to assist in understanding the WWRP and how to apply for grants.

The need to better address the needs of underserved communities was especially highlighted during the review process. To get it right, we recognize that there likely will be a need to adapt this approach over time and evaluate how to measure community needs, cultural values, and benefits of WWRP opportunities. One or more pilot programs to demonstrate and model a community partnership approach for underserved communities could be evaluated by the board for inclusion in the proposed budget submitted for the 2017-2019 Capital Budget.

H. Public access. To clarify the importance of public access, the report recommends that the public access be articulated in statute such that all lands acquired in fee simple with WWRP funds be open to the public for recreation and outdoor education, as appropriate and regardless of project sponsor. Limited exceptions would be made for projects where seasonal closures are necessary to protect critical species and resources, or public safety. Board policy would identify these exceptions.

I. Strategic State Investments in Conservation and Recreation and Building Community Support. To bring greater transparency and support to the state's planning efforts, the report recommended three actions that the state agencies should implement. The details on how to implement these actions would be determined by the board.

1. Coordinated State Strategy. The state agencies would develop a coordinated, statewide, conservation and outdoor recreation strategy that outlines state agency priorities for acquisitions and development. From existing planning documents and strategic plans, this strategy would identify action areas for the next 6 years. The Habitat and Recreation Lands Coordinating Group could facilitate completion of the plan, and board would review and approve the plan.

2. Partnership and Planning with Local Governments and Nonprofit Organizations. The state agencies would confer with local governments and nonprofit organizations before developing projects for WWRP application. Through early vetting of projects, the agencies would seek local support and buy-in

and request letters of support from county and city elected officials. The board would implement this recommendation, including development of criteria to recognize and reward projects with strong support from local governments, community members, and partnerships.
The board could require all state acquisition project applications to clearly demonstrate how they fit into the statewide strategy and to demonstrate local community support.

3. Funding, Development, and Restoration. The agencies would submit project scoping for the total projected costs of all their projects that seek funding. The scoping would identify all potential fund sources that will be used, including the WWRP, and the timing of when the funding will be needed.

J. Consistency in Planning Requirements for State Agencies. Revised Code of Washington 79A.25.120 requires each grant applicant to the Outdoor Recreation Account to submit a "long-range plan for developing outdoor recreation facilities within its authority and detailed plans for the project sought to be financed from these accounts." To ensure equal accountability to applicants for habitat conservation funding, the recommendation is to broaden the statutory language to include this planning requirement in all projects financed through the Habitat Conservation Account as well.

To better guide the ranking process and ensure a more strategic implementation of the proposed changes, the board would develop criteria within the State Parks Category to require projects to demonstrate their relationships to relevant plans such as the State Comprehensive Outdoor Recreation Plan and the Washington State Trails Plan. The board would also require nonprofit nature conservancy organizations to show due diligence in demonstrating consistency with the Growth Management Act, local comprehensive plans, and state plans, and support from local communities.

K. Transition Time for Implementation. Applications are expected to be received beginning in February 2016 (for projects proposed for funding in 2017). We have recommended that the Legislature consider a phased-in approach for these recommendations, whereby the proposed allocation formula and/or acquisition and development ratios could be adopted in 2016 and used when funding projects in the 2017-2019 Capital Budget. Recommendations for programs in underserved communities also could be adopted for 2016 projects, possibly as a pilot project.

In order to respect the applicants' needs for predictability and the current application time line, we have further recommended that eligibility requirements or programmatic changes be targeted to apply to applications submitted to the board in 2018. This transition time will enable the RCO and the board to revise policy and criteria, educate applicants on the changes, and modify the PRISM grant management database.

Potential Timeline

Mar 2016	July 1, 2016	Nov. 1, 2016	Nov 2016-May 2017	June 2017	June-Nov 2017	Nov 2017
• Bill Passes	• New Law in Affect (Change funding and acquisition formula)	• New Lists Approved by Board	• Draft Board Policy	• Board Reviews Draft Policy and Criteria	• Public Review	• Board Adopts Changes

WASHINGTON STATE
Recreation and Conservation Funding Board

Recreation and Conservation Funding Board Briefing Memo

Item **12A**

APPROVED BY RCO DIRECTOR KALEEN COTTINGHAM

Meeting Date: February 2016

Title: Briefing on Conversion Request: City of Yakima, Chesterley Park
RCO Project Numbers 75-030A, 98-1123D

Prepared By: Myra Barker, Compliance Specialist

Summary

The City of Yakima is asking the Recreation and Conservation Funding Board (board) to approve the conversion of 7.5 acres at Chesterley Park. The City plans to lease of a portion of the park to a YMCA for development of an indoor aquatics facility and fitness center. Recreation and Conservation Office (RCO) staff will ask for board comments and questions at the February 2016 in order to prepare for a decision at the April 2016 meeting.

Board Action Requested

This item will be a:
- ☐ Request for Decision
- ☐ Request for Direction
- ☒ Briefing

Conversion Policy and Board's Role

Conversion Policy

The Recreation and Conservation Office (RCO) projects subject in this memo are #75-030A, Community Park 75, and #98-1123D, Chesterley Park Expansion. Both projects received funding from the Land and Water Conservation Fund (LWCF), Washington state bond funds[1], and the Washington Wildlife and Recreation Program – Local Parks category (WWRP-LP). As a result, both the Land and Water Conservation Fund Act[2] and the Recreation and Conservation Funding Board (board) set forth rules and policies for addressing the proposed conversion:

- Use of LWCF grant funds creates a condition under which property and structures acquired become part of the public domain in perpetuity.
- Board policy states that interests in real property, structures, and facilities that were acquired, developed, enhanced, or restored with board funds, including state bond funds, must not be changed (either in part or in whole) or converted to uses other than those for which the funds were originally approved without the approval of the board.[3]
- The RCO project contract provides additional protections from conversion.

[1] Funding was from Referendum 28, RCW 43.83C
[2] Title 36, Chapter 1, Part 59 - Land and Water Conservation Fund Program of Assistance to States; Post-Completion Compliance Responsibilities
[3] Policy is consistent with state law. See especially RCW 79A.15.030.

However, because needs and values often change over time, federal law and board policy allow conversions of grant-funded property under carefully scrutinized conditions. If a LWCF or state-funded project is converted, the project sponsor must replace the converted interests in real property, structures, or facilities. The replacement must have at least equal market value and have reasonably equivalent recreation utility and location.

The Role of the Board

Because the project was partially funded by the federal LWCF, the role of the board is to decide whether to recommend approval of the conversion to the National Park Service (NPS). To do so, the board evaluates the list of practical alternatives that were considered for the conversion and replacement, including avoidance, and considers whether the replacement property has reasonably equivalent recreation utility and location. The NPS has the legal responsibility to make the final decision of whether or not to approve this conversion related to the LWCF project.

Under current policy, the board does not have the ability to accept other types of mitigation, levy additional penalties, or dictate the future use of the property being converted.

Background

The projects in question are #75-030A, Community Park 75, and #98-1123D, Chesterley Park Expansion.

Project Name:	Community Park 75 (Chesterley Park)	**Project #:**	75-030A
Grant Program:	Land and Water Conservation Fund Referendum 28 (bond funds)	**Board funded date:**	1976
LWCF	$87,950	**Original Purpose:** The project acquired 30.8 acres for future development of a multi-purpose community park.	
Referendum 28 Amount	$17,590		
Project Sponsor Match	$70,360		
Total Amount:	$ 175,900		

Project Name:	Chesterley Park Expansion	**Project #:**	98-1123D
Grant Program:	Washington Wildlife and Recreation Program – Local Park Category	**Board funded date:**	1999
WWRP-LP Amount	$ 266,000	**Original Purpose:** The project developed two soccer fields, a skate park, additional parking, and landscaping.	
Project Sponsor Match	$273,272		
Total Amount:	$ 539,272		

The City of Yakima used the first grant to acquire 30.8 acres for a community park and a local parks bond for the park's initial development. In 1999, the City used the second grant to develop soccer fields, a skate park, additional parking, and landscaping installation.

Chesterley Park is located in the northwest part of the City of Yakima. Today, the park consists of six soccer fields, a skate park, restrooms, a picnic shelter, a playground, and parking.

The park is designated in the City's *Parks, Recreation and Open Space Plan* as a "community park" that serves the entire community. Community parks are defined as consisting of generally 20 or more acres that are developed with passive and active recreational facilities.

The Conversion

The conversion at Chesterley Park is caused by conveying property rights. The City will lease 7.5 acres located in the northwest section of the park to the YMCA. The conversion area consists of the parking area and landscaping. The WWRP-LP funded soccer fields are not within the conversion area. The YMCA plans to construct an indoor aquatics facility and fitness center and parking on the leased property.

Details of Proposed Replacement Property

Location

The proposed replacement property is approximately 40 acres and is located about three miles south of Chesterley Park in the southernmost part of the City.

Property Characteristics

The proposed replacement property is relatively flat and has historically been used for agriculture.

Additional Information

The 40-acre proposed replacement property is located within the western section of a planned 120-acre sports complex. Within the overall 120-acre complex there is a mix of privately-owned and publicly-owned properties. Currently, the City owns 40 acres in the eastern section of the proposed complex.

At this time, a site plan has not been created for the 40-acre replacement property. The City is considering development that would provide a mix of passive recreation such as an open grass play area, pathways, and picnic areas on the northern portion of the replacement property and more active development such as soccer and ball fields on the remaining portion.

The sports complex is a public-private partnership between the City of Yakima and SOZO Sports of Central Washington, a Yakima non-profit corporation. The City has an agreement with SOZO to develop, operate, and maintain the eastern half of the complex. The proposed development on privately-owned property, within the eastern half of the complex, includes an athletic building with two indoor soccer fields, locker rooms, basketball courts, batting cages, pro shop, concessions, and offices. Proposed outdoor facilities that will be developed on the city-owned property within the eastern section includes three synthetic turf soccer fields and fourteen grass soccer fields.

Analysis

When reviewing conversion requests, the board considers the following factors, in addition to the scope of the original grant and the proposed substitution of land or facilities[4]:

- All practical alternatives to the conversion have been evaluated and rejected on a sound basis.
- The fair market value of the converted property has been established and the proposed replacement property is of at least equal fair market value.

[4] Manual #7: Long-term Obligations

- Justification exists to show that the replacement property has at least reasonably equivalent utility and location.
- The public has opportunities for participation in the process.

Evaluation of Practical Alternatives

Staff will provide the City's analysis of alternatives at the April 2016 board meeting.

Evaluation of Fair Market Value

The converted and replacement properties are being appraised at this time.

Evaluation of Reasonably Equivalent Location

The proposed replacement property is located three miles south of Chesterley Park.

Evaluation of Reasonably Equivalent Utility

Staff will provide the City's justification of the replacement meeting equivalent recreational utility at the April 2016 board meeting.

Evaluation of Public Participation

In November 2014, the Yakima City Council approved the indoor-pool partnership as the highest priority, with soccer as the second highest priority for the community. The City Council was briefed on the proposed conversion in February and July 2014, September and October 2015. At the City Council's October 27, 2015 meeting, staff were directed to proceed with the conversion process. The public had an opportunity to comment at those meetings.

The City's Park and Recreation Commission was briefed on the proposed conversion and replacement over the course of several meetings beginning in October 2014. In addition, an aquatics Advisory Committee was formed and met from September to December 2014 to help identify possible aquatic amenities, aquatic programming, and facility locations for the proposed YMCA aquatic facility and fitness center.

The City plans to publish a public notice when the environmental assessment for the proposed conversion and replacement is available for review and will provide a 30-day public comment period. Work on the environmental assessment will begin in February 2016.

Other Basic Requirements Met

Same Project Sponsor

The replacement property will be administered by the same project sponsor (City of Yakima).

Satisfy Needs in Adopted Plan

The replacement property satisfies the needs as described in the City of Yakima's *2012-2017 Parks & Recreation Comprehensive Plan* for:

- Creating mixed-use parks which cater to a variety of recreational uses/needs,
- Promoting private, public and non-profit partnerships for capital improvements to parks,
- Supporting efforts to promote tourism activities in relation to Parks and Recreation,
- Facilitating and supporting recreational services offered throughout the community by non-profit groups, service agencies, and/or faith-based organizations, and

- Developing an effective variety of resources to support city Park and Recreation Services.

Eligible in the Funding Program

The proposed replacement property is currently privately-owned. Staff will provide the City's proposed development replacement at the April 2016 meeting.

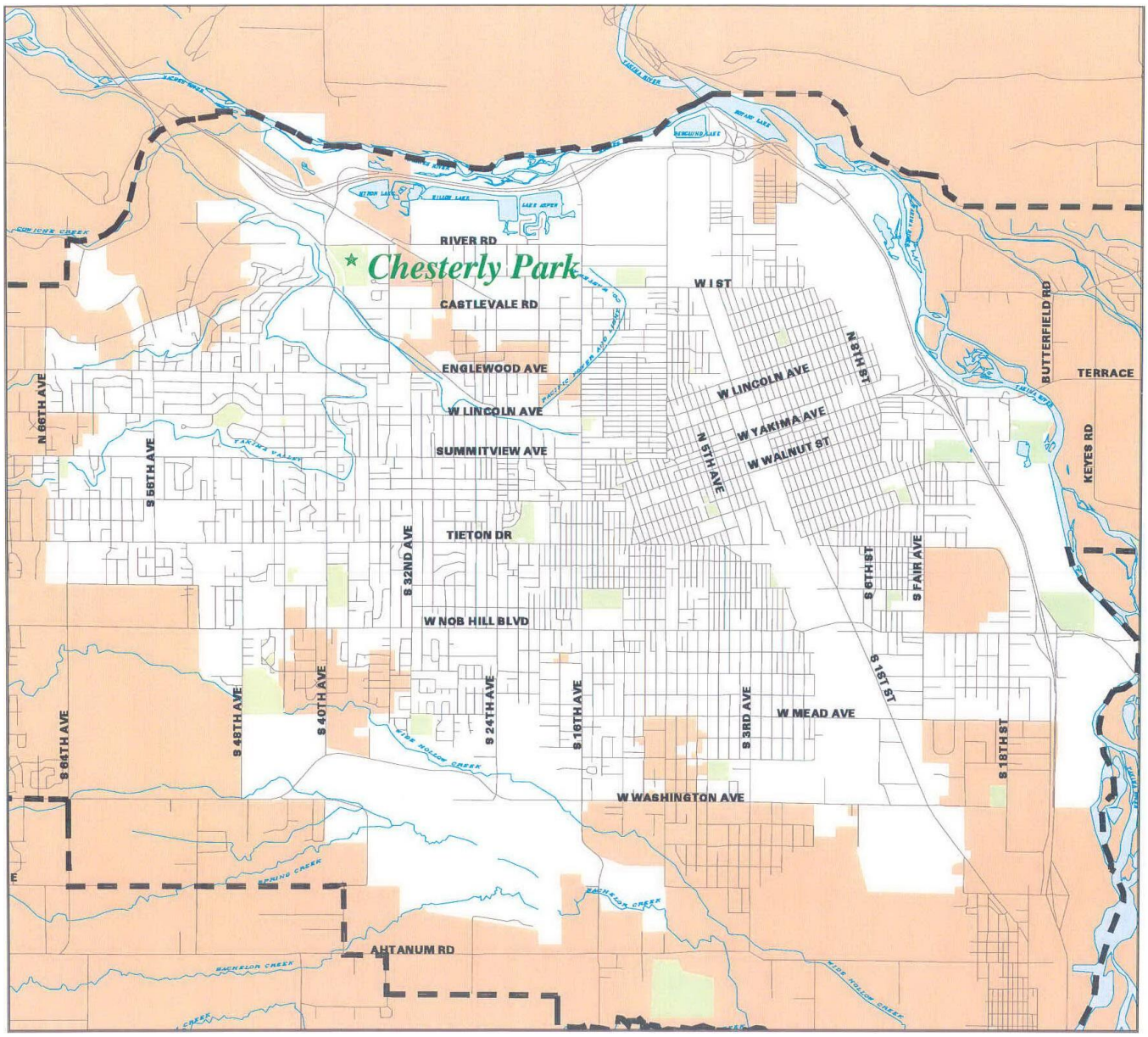
Next Steps

RCO staff will work with the City of Yakima to comply with the LWCF and state conversion requirements and finalize the conversion request for board decision at the April 2016 meeting. These preparations will take into account any questions raised by the board at the February 2016 meeting.

Attachments

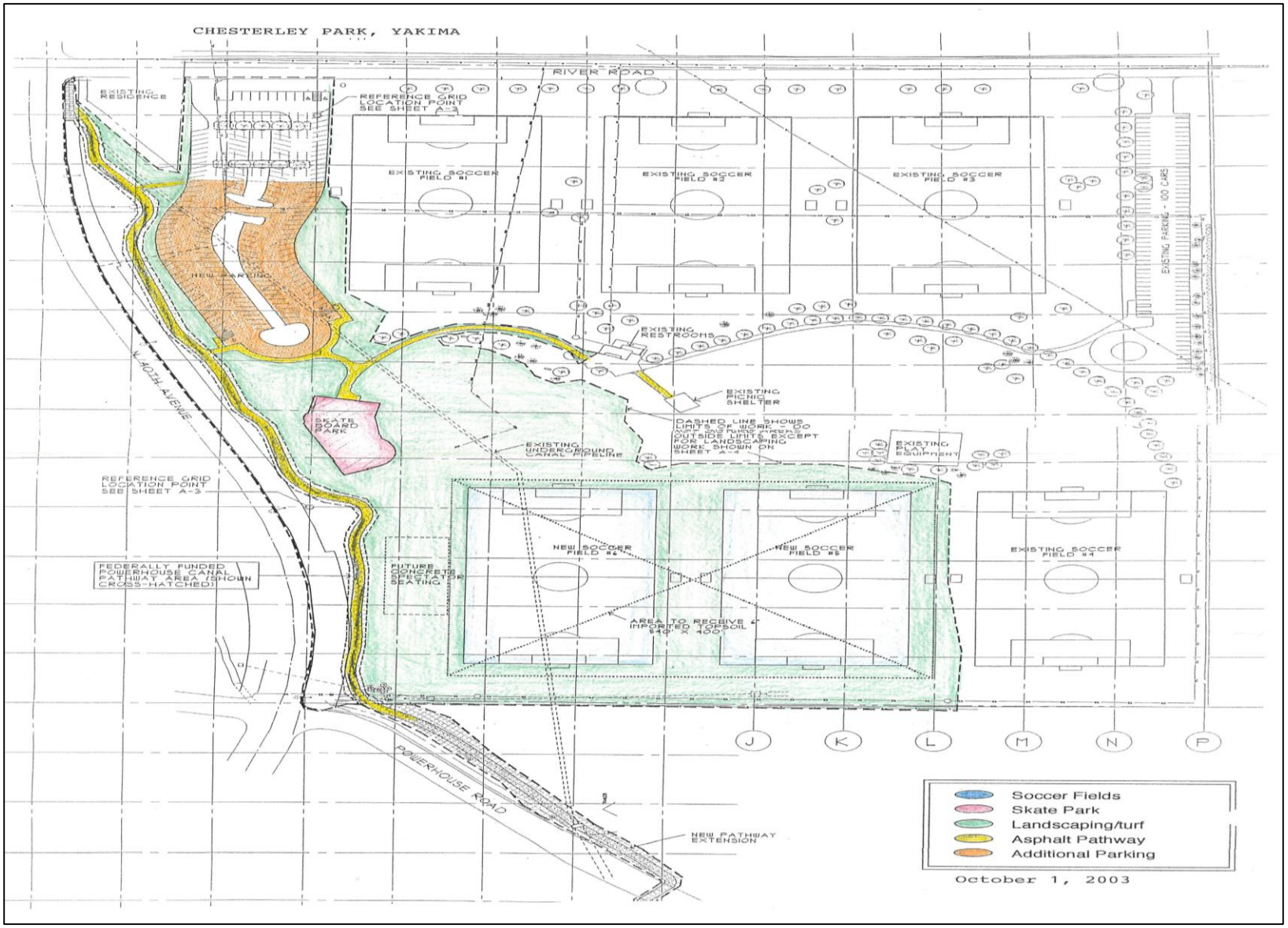
A. Location Map - Chesterley Park
B. Aerial Map – Chesterley Park
C. Site Plan – Completed WWRP project at Chesterley Park
D. Aerial Map of the Conversion Area at Chesterley Park
E. Location Map of Chesterley Park and Proposed Replacement Property
F. Aerial Parcel Map and Photos of Proposed Replacement Property

Location Map – Chesterley Park



Aerial Map - Chesterley Park

Site Plan - Chesterley Park, Completed WWRP Funded Project (colored areas represent the project)

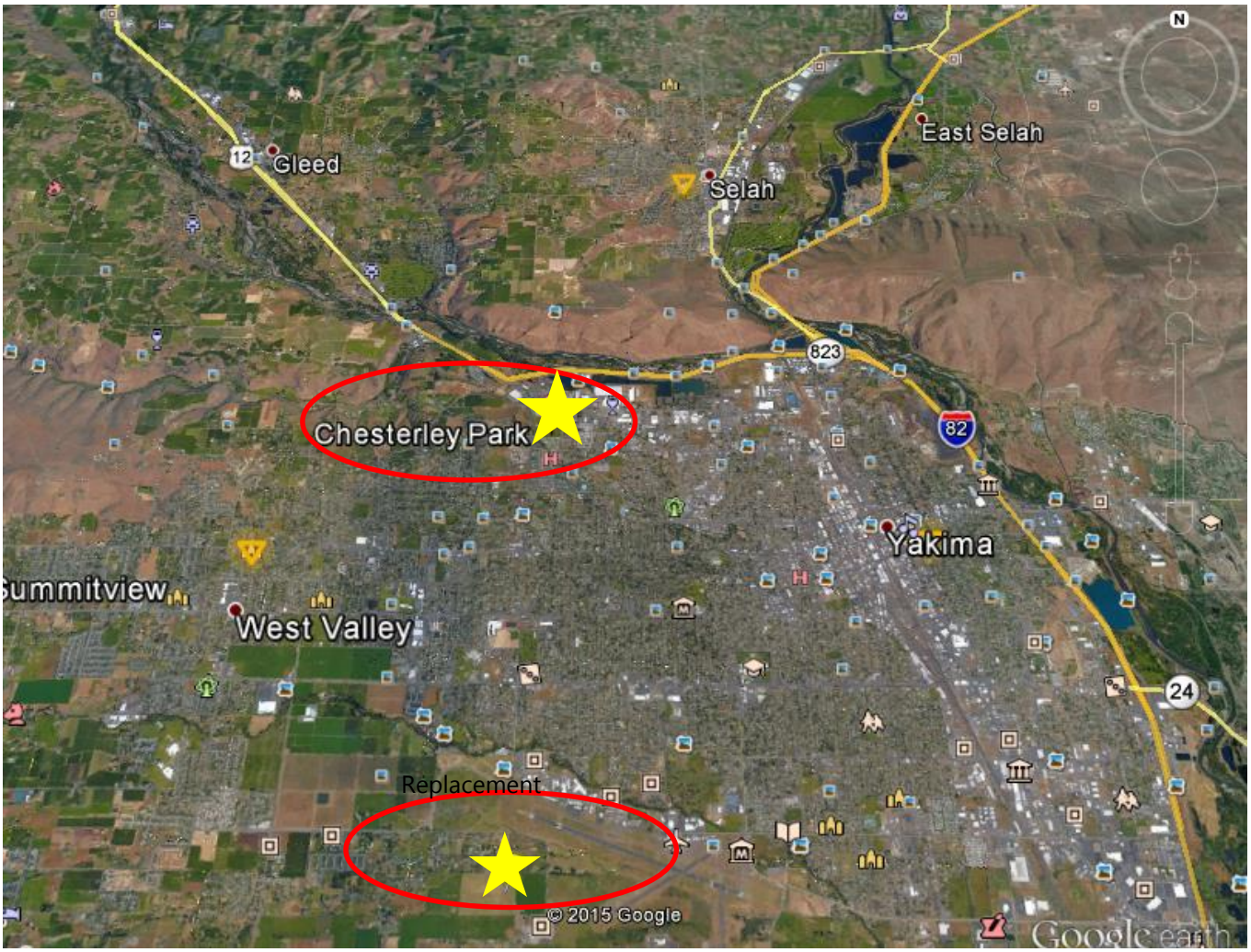


Aerial Map of the Conversion Area at Chesterley Park

Schematic Design | September 10, 2015
YAKIMA FAMILY YMCA
YMCA of Yakima County | Yakima County, Washington

4A
SITE PLAN
gro

Location Map of Proposed Conversion and Proposed Replacement Property



Aerial Parcel Map and Photos of Proposed Replacement Property

WASHINGTON STATE
Recreation and Conservation Funding Board

Recreation and Conservation Funding Board Briefing Memo

Item **12B**

APPROVED BY RCO DIRECTOR KALEEN COTTINGHAM

Meeting Date: February 2016

Title: Briefing on Conversion Request: Okanogan County, Methow Valley Community Trail, RCO Project #97-1181AD

Prepared By: Myra Barker, Compliance Specialist

Summary

Okanogan County is asking the Recreation and Conservation Funding Board (board) to approve a conversion of 1.44 acres located at the Mazama Trailhead. The conversion is due to a land exchange with an adjacent property owner. Staff will ask for board comments and questions at the February 2016 meeting in order to prepare for a decision at the April 2016 meeting.

Board Action Requested

This item will be a:
- ☐ Request for Decision
- ☐ Request for Direction
- ☒ Briefing

Overview of the Board's Role and Applicable Rules and Policies

The subject of this memo is a proposed conversion of property acquired with a grant from the Washington Wildlife and Recreation Program (WWRP), Trails Category. The sponsor, Okanogan County, is requesting to convey property interests to a private landowner.

The Role of the Board

Because local needs change over time, state laws and Recreation and Conservation Office (RCO) rules allow conversions of grant-funded projects if the project sponsor provides for adequate substitution or replacement as listed below.

The role of the Recreation and Conservation Funding Board (board) is to evaluate the practical alternatives considered for the conversion and replacement (including avoidance) and to consider whether the replacement property meets the requirements set in RCO administrative rules and policies. The board does not have the authority in statute to levy penalties or dictate the future use of the property being converted.

Applicable Policies and Rules

State law states that WWRP recreation land that was purchased with a board grant may not be converted to a use other than that originally approved without prior approval of the board. The board has adopted policy that defines when a conversion occurs for an acquisition project, the appropriate replacement measures, and the steps that sponsors must take to request approval.

For the Methow Valley Community Trail project (RCO #97-1181AD), the proposed action is considered a conversion because property interests are being conveyed to a non-grant eligible, private landowner for uses that are not related to outdoor recreation.

Conversions in the Washington Wildlife and Recreation Program

In accordance with state law,[1] the board has adopted administrative rules for the WWRP to address a project sponsor's obligation to resolve a conversion for an acquisition project.[2] The applicable rules that apply to an acquisition project are as follows:

- All practical alternatives to the conversion have been evaluated and rejected, and
- The project sponsor will provide another interest in real property and/or facilities to serve as replacement. The replacement must:
    - Be of equivalent or greater usefulness and location;
    - If an acquisition project, be interests in real property of at least equal market value and public benefit at the time of replacement;
    - Be administered by the same project sponsor or successor unless otherwise approved;
    - Satisfy needs identified in the most recent plans on file at RCO related to the project sponsor's eligibility; and
    - Be eligible in the WWRP account or category of the original project unless otherwise approved.

Board Policies for All Conversions

In addition, the board has adopted policy that requires the project sponsor supply the following for any conversion[3]:

- A list and discussion of all alternatives for replacement or remediation of the conversion, including avoidance; and
- Evidence that the public has been given a reasonable opportunity to participate in the identification, development, and evaluation of alternatives. The minimum requirement is publication of notice and a 30-day public comment period.

Background

The project in question is RCO #97-1181AD, Methow Valley Community Trail, Phase 3.

Project Name:	Methow Community Trail Phase 3	**Project #:**	97-1181AD
Grant Program:	Washington Wildlife and Recreation Program, Trails Category	**Board funded date:**	March 1998

WWRP Amount	$196,000	**Original Purpose:** This project acquired 11.83 acres and developed approximately 7 miles for a community trail.
Project Sponsor Match	$201,566	
Total Amount:	$397,566	

[1] RCW 79A.15.030(8)
[2] WAC 286-27-066
[3] Manual 7, Section 2

Okanogan County acquired the subject property in 1998 as one of nineteen properties acquired for the Methow Community Trail, located between the Towns of Winthrop and Mazama. The property is located in Mazama near the junction of Lost River Road and Goat Creek Road (Attachment A). It is approximately 0.4 miles from Highway 20.

The conversion property is 1.44 acres of an approximately 1.84-acre parcel (Attachment A). The county will retain 0.40 acres.

The Conversion

The requested conversion would allow a land exchange and provide sufficient area for future development of a trailhead (Attachment C). The existing trailhead, located adjacent to the conversion area, consists of parking and a vault toilet. It is not large enough to provide adequate parking for trail users. The resulting reconfiguration would allow for expanding the trailhead to improve access. When trailhead construction is completed there will be increased parking, picnic areas, pathways, a warming hut, and restrooms (Attachment D).

Details of Proposed Replacement Property

Location

The proposed replacement property is approximately 3.34 acres and is adjacent to the conversion property (Attachment B).

Property Characteristics

The proposed replacement property is relatively flat and an open grassy area (Attachment E).

Analysis

In summary, the board considers the following factors in addition to the scope of the original grant and the proposed substitution of land or facilities:

- All practical alternatives to the conversion have been evaluated and rejected on a sound basis.
- The fair market value of the converted property has been established and the proposed replacement property is of at least equal fair market value.
- Justification exists to show that the replacement property has at least reasonably equivalent utility and location.
- The public has opportunities for participation in the process.

Evaluation of Practical Alternatives

Staff will provide the county's analysis of alternatives at the April 2016 meeting.

Evaluation of Fair Market Value

The converted and replacement properties are being appraised at this time.

Evaluation of Reasonably Equivalent Location

As indicted by the map included as Attachment B, the replacement property is adjacent to the conversion property.

Evaluation of Reasonably Equivalent Utility

Staff will provide the county's justification of the replacement meeting equivalent recreational utility at the April 2016 meeting.

Evaluation of Public Participation

Staff will provide information on the county's public review and comment period, and comments received, on the proposed conversion and replacement at the April 2016 meeting.

Other Basic Requirements Met

Same Project Sponsor

The replacement property will be administered by the same project sponsor (Okanogan County).

Satisfy Needs in Adopted Plan

Staff will provide the county's justification on how the replacement property satisfies the needs as described in the county's plan at the April 2016 meeting.

Eligible in the Funding Program

The parcel is privately-owned and meets eligibility requirements.

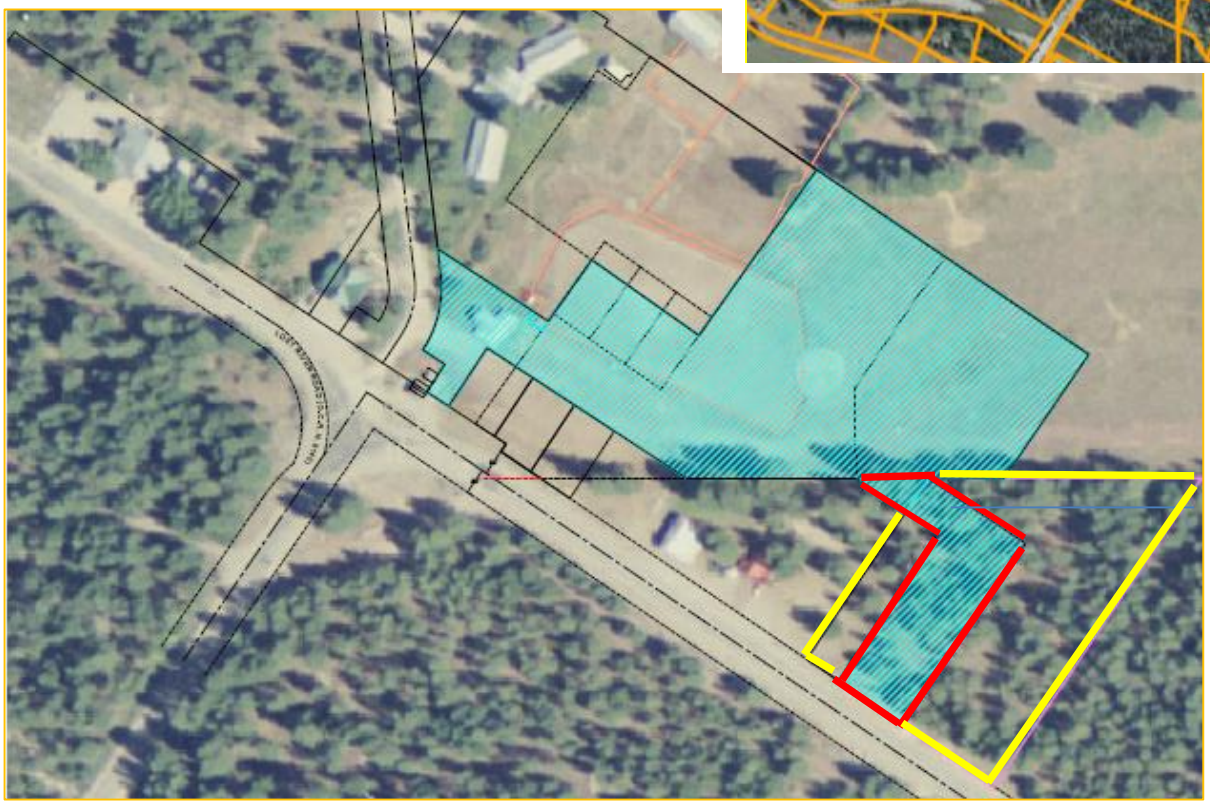
Next Steps

RCO staff will work with Okanogan County to finalize the conversion request for a board decision at the April 2016 meeting. These preparations will take into account any questions raised by the board at the February 2016 meeting.

Attachments

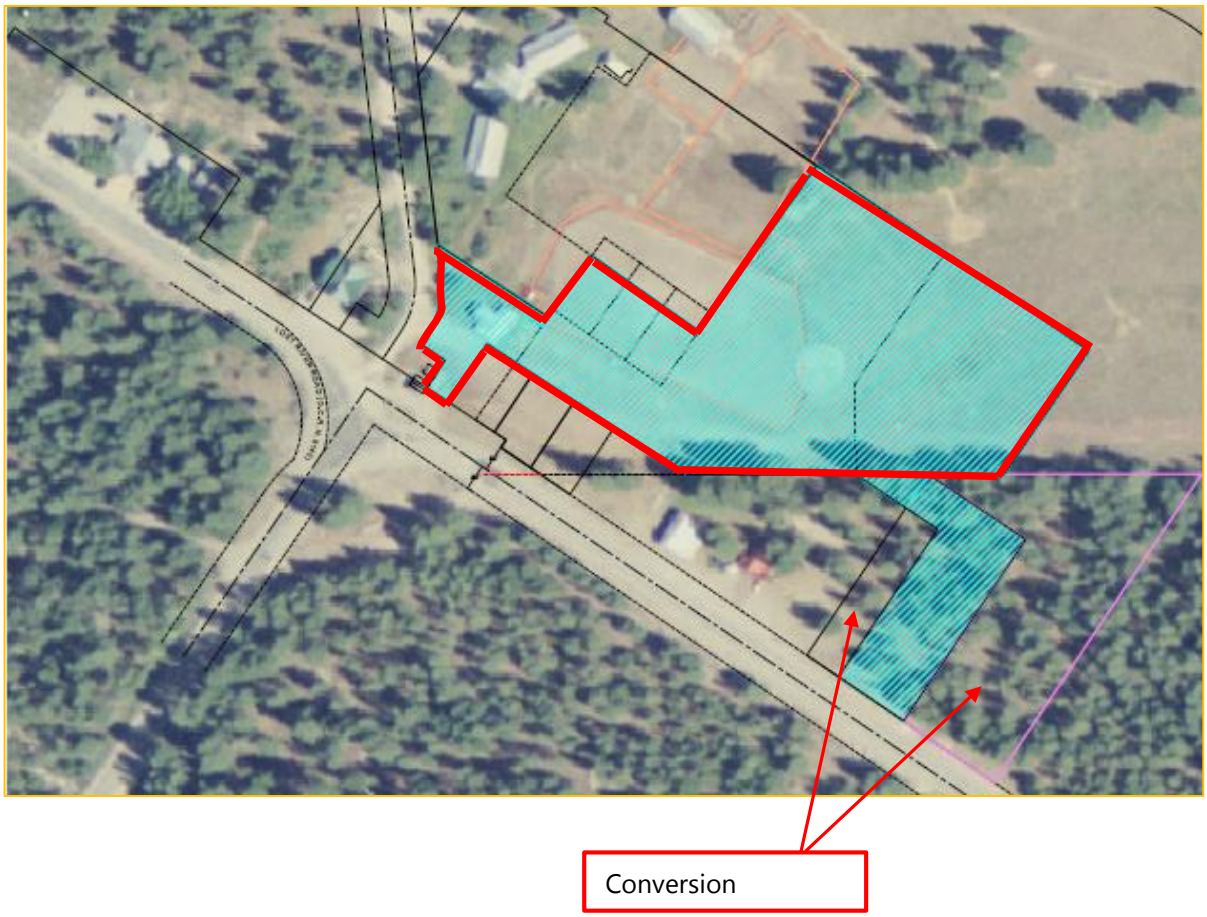
A. Location and Aerial Parcel Maps of Conversion Property
B. Aerial Map of Proposed Replacement Property
C. Aerial Map of Trailhead Project Area After Conversion
D. Trailhead Site Plan After Conversion
E. Site Photos
F. Letter from Okanogan County and Response from Recreation and Conservation Office

Location Map and Aerial Parcel Map of the Conversion Property

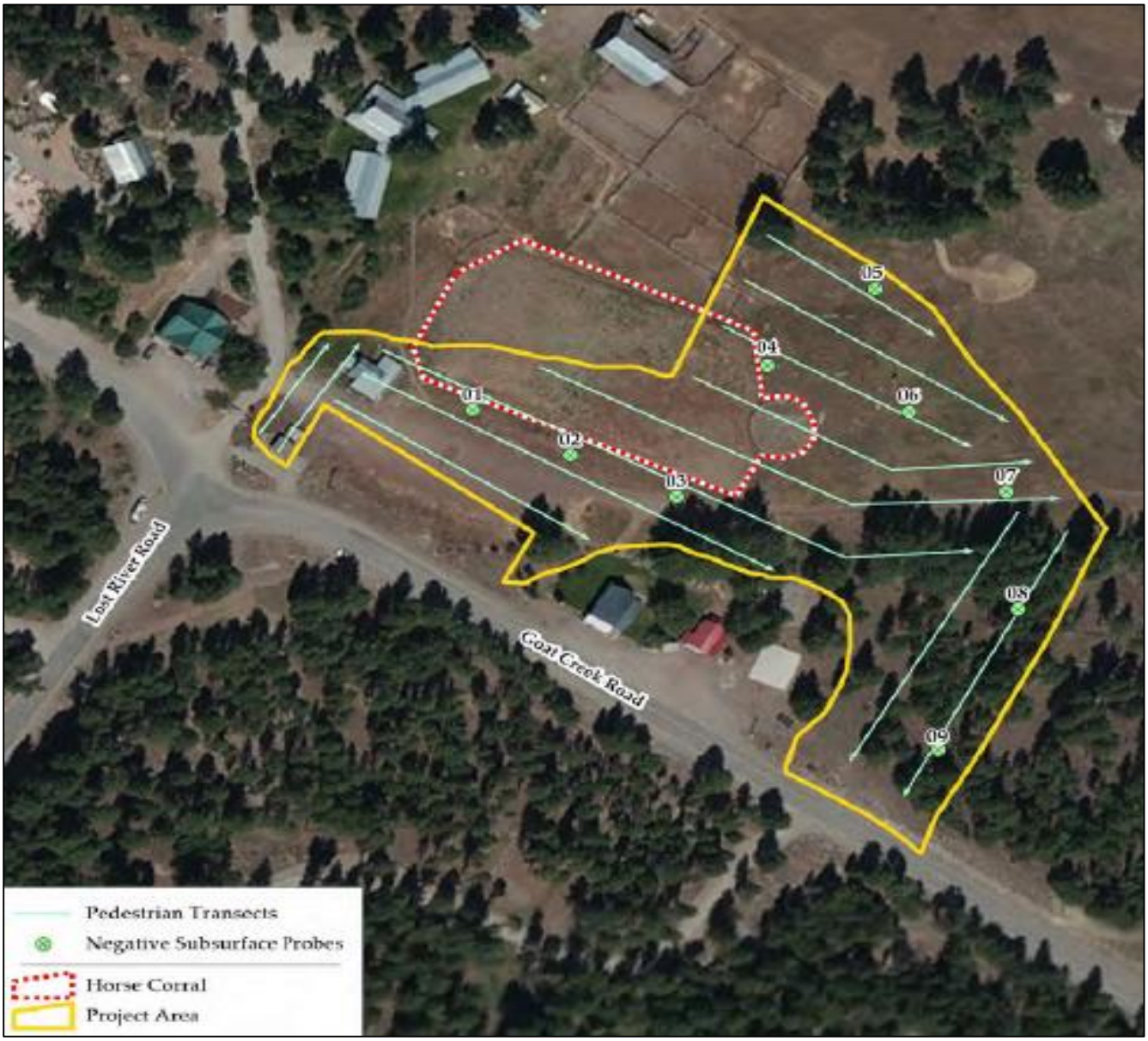


County Retains the Portion Outlined in Red; Exchanges Portion Outlined in Yellow

Aerial Map of the Proposed Replacement Property



Aerial Map of Trailhead Project Area after Conversion



Trailhead Site Plan after Conversion

Site Photos

OKANOGAN COUNTY

Board of Commissioners

Sheilah Kennedy
Commissioner District 1
Ray Campbell
Commissioner District 2
Jim DeTro
Commissioner District 3
Laleña Johns
Clerk of the Board

January 4, 2016

Kaleen Cottingham, Director
Recreation Conservation Office
1111 Washington Street SVV
Olympia, WA 98501

Re: Land exchange for the Mazama Corral Trailhead Project
IAC #03-1098D, RCO 97-1181 (Original), RCO 14-2075 (Current)

Dear Ms. Cottingham,

This purpose of this letter is to seek approval from the Recreation Conservation Office for a land exchange in the Mazama area in Okanogan County. The land to be exchanged was purchased with money provided by the RCO (previous IAC). (see above reference)

The Mazama Corral Trailhead project is currently a 1.84 acre parcel of property owned by Okanogan County. It was obtained through a grant process with the Inter-Agency Committee (IAC) in 1998. The present trailhead site is inadequate for the number of parking places needed. For the past 7 years local landowners and the Mazama Advisory Committee have worked to acquire adjacent property for parking purposes. Since January of 2014 a series of boundary line adjustments and private land exchanges have been completed as a prerequisite to forming the proposed Mazama Corral Trailhead.

The current project will increase parking and trail accessibility and add two picnic areas at the Mazama Tailhead which provides access to some of the most popular trails in Okanogan County. The work will eliminate existing bottlenecks and barriers to access and will then safely serve more than 50,000 year round trail users.

To facilitate the project we are asking the County to trade the 1.84 acre lot for approximately 3.34 acres currently owned by Pasayten Peeks, LLC. The 3.34 acres converted to County Ownership through the exchange will become the site of the new Mazama Corral Trailhead.

Before we begin the process initiating a public review of the land exchange we wanted to determine if the RCO had any objections to the proposal. We will wait for your response before scheduling the public hearing to consider the exchange and subsequent review by Superior Court.

The proponents of this project were informed by your office that this exchange would need to be reviewed in accordance with the State Environmental Policy Act RCW 43.21c. We want to verify this was the case as in past we have been informed that land purchases, land exchanges, or conservation easements that involved RCO funding were categorically exempt from SEPA review. Please advise us if it is the case that transactions of this type utilizing RCO money trigger SEPA review and we will certainly comply.

As a general policy the Okanogan Board of County Commissioners does not support public acquisition of private land. Hat said there are circumstances where the public should own facilities

Telephone 509.422.7100 | 123 Fifth Avenue N. * Room 150 * Okanogan * Washington * 98840 TTY/Voice use 800.833.6388 | Fax 509.422.7106

utilized by the public. In this case the land was acquired to provide a public facility and the exchange of property would make it a better and safer parking area which serves an important component of our economic base.

We look forward to your response.

Sincerely,

BOARD OF OKANOGAN COUNTY COMMISSIONERS

Jim DeTro, Chairman

Ray Campbell, Member

Sheilah Kennedy, Member

Telephone
509.422.7100

123 Fifth Avenue N. * Room 150 * Okanogan * Washington * 98840
TTY/Voice use 800.833.6388

Fax
509.422.7106

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

P.O. Box 40917
Olympia, WA 98504-0917

Attachment F

(360) 902-3000
TTY (360) 902-1996
Fax: (360) 902-3026

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

STATE OF WASHINGTON

RECREATION AND CONSERVATION OFFICE

January 14, 2016

Honorable Jim DeTro, Chairman
Honorable Ray Campbell
Honorable Sheilah Kennedy
Board of Okanogan County Commissioners
123 Fifth Avenue N. Room 150
Okanogan, WA 98840

RE: Land Exchange for the Mazama Corral Trailhead Project
Methow Community Trail, RCO #97-1181AD

Dear Commissioners:

I am writing in response to your letter dated January 4, 2016, requesting review of a proposed land exchange in the Mazama area. The trailhead property that is the subject of this exchange was funded by a grant from our board in 1998 to acquire and develop the Methow Community Trail from Winthrop to Mazama.

We will be briefing the Recreation and Conservation Funding Board (board) on the proposed exchange at the board's February 10, 2016, meeting. The agenda for the meeting can be found on our website at http://www.rco.wa.gov/boards/rcfb_meetings.shtml. We would welcome you or your staff, should you like to testify or provide information to the board. A decision will be scheduled for board action once all the required steps have been completed.

The role of the Recreation and Conservation Funding Board is to review and act on a sponsor's request to make changes on or to grant funded sites. RCO's conversion policy (which can be found on our website at http://www.rco.wa.gov/documents/manuals&forms/Manual_7.pdf) provides the criteria and process for the board's consideration of conversion requests. The policy requires equal replacement for what is changed or removed from public outdoor recreation use and an opportunity for public comment. These actions are exempt from review under the State Environmental Policy Act (SEPA).

We look forward to working with you on the exchange conversion. My staff is working with your staff, Perry Huston on this request. If you have any questions, I can be reached at (360) 902-3003.

Sincerely,

Kaleen Cottingham
Director

cc: Myra Barker, Compliance Specialist
Perry Huston, Okanogan County Commissioners

WASHINGTON STATE
Recreation and Conservation Funding Board

February 9-10, 2016

For Agenda Item 13, no formal memo is included as part of the board materials. A guest presentation will be provided.

Item 13: Overview of State Parks' Acquisition Strategy and Prioritization Process *Peter Herzog, State Parks*