



Washington  
Department of  
**FISH and  
WILDLIFE**

# ALEA VOLUNTEER COOPERATIVE GRANT PROGRAM

## 2009-2011 APPLICATION MANUAL

Funded by:  
Aquatic Lands Enhancement  
Account (ALEA)

Revised November 2008

*WDFW activities are intended to follow state and federal guidelines for nondiscrimination based on race, creed, color, national origin, age, marital status, sex, sexual orientation, residence, veteran status, and disability.*

*This manual was intended for your benefit. If you identify any areas where improvement can be made please contact the Cooperative Project Coordinator. Your comments and suggestions are greatly appreciated.*

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**This manual is embedded with hyperlinks. Hyperlinks can be identified by [blue underlined text](#). Double-clicking on a hyperlink can take you to another area of this document or a webpage. To use the hyperlinks to access a webpage you will need to connect to the Internet first.**

## INTRODUCTION

### Background

The ALEA Volunteer Cooperative Grant Program provides monetary support, on a cost-reimbursement basis, for organizations and individuals who want to undertake cooperative projects that are beneficial to the fish and wildlife resources of Washington State.

A cooperative project is defined as a project conducted by a volunteer group that will benefit fish, shellfish, game bird, non-game wildlife, or game animal resources of the state and for which the benefits of the project, including fish and game reared and released are available to all citizens of the state (RCW 77.100.020).

### Who Can Apply?

Applicants may include private individuals, non-profit organizations, schools and tribes. State and Federal agencies and businesses may not apply.

### Application Period

The application period is open from December 1, 2008 to February 28, 2009. Applications will not be accepted after February 28 – **NO EXCEPTIONS**.

### Legislative Authority

This program is governed by RCW 77.100 and WAC 220-130. The amount of funding available for this grant program is determined by the Legislature and may vary.

### Contacting WDFW

For more information you may contact us at:

Mailing address	Washington Department of Fish and Wildlife ALEA Volunteer Cooperative Program 600 Capitol Way N Olympia WA, 98501-1091
Phone	(360) 902-2700
TDD	(360) 902-2207
E-mail	<a href="mailto:alea.alea@dfw.wa.gov">alea.alea@dfw.wa.gov</a>
Web address	<a href="http://wdfw.wa.gov/volunter/vol-7.htm">http://wdfw.wa.gov/volunter/vol-7.htm</a>

## GENERAL POLICIES

- No funds may be used for wages, stipends or benefits.
- Volunteers who work with children under the age of 16 years, developmentally disabled persons or vulnerable adults should review the Criminal Background Investigation Authorization Form statement on the Volunteer Registration Form.
- No funds will be allowed for administrative overhead. Essential office supplies, copies, postage, etc. may be included under goods and services.
- Inventoriable equipment purchased using these funds is considered state property and will be returned to the department at the conclusion of the project. For ongoing projects the equipment may continue to be used if a Loan of State Owned Equipment agreement is executed. See page 10 for a list of inventoriable equipment.
- The outcome of a project must be available to the public in some way.
- Only costs incurred during the period specified in the grant agreement will be reimbursed.
- Grantees are required to follow WDFW and State purchasing rules.
- Successful applicants will be required to sign a contract that describes the range of activities the grant will support.
- When calculating travel budgets, use the current state mileage reimbursement rate for private vehicle use (\$.55 per mile as of January 1, 2009). State travel rates are subject to change. Current reimbursement rates for mileage and per diem can be found on the Office of Financial Management website here:  
<http://www.ofm.wa.gov/resources/travel/colormap.pdf>.
- Purchases made under terms of these grants are subject to Washington State Sales Tax. In the event no sales tax is levied against a purchase, WDFW may be required to apply a Use Tax, which is equivalent to the Sales Tax, and pay it to the State Treasurer.
- The individual/organization applying for funds will be responsible for the management of the project if a grant is awarded. Project management by other parties is not allowed.

## APPLYING FOR AN ALEA GRANT

**Step 1.** Determine if your project is suitable for ALEA funding. Read the section on page 5, “[Project Types](#)”, for information on eligible project types and examples. The 2007 ALEA Report, at [http://wdfw.wa.gov/volunter/coop\\_funding/2007\\_alea\\_report.pdf](http://wdfw.wa.gov/volunter/coop_funding/2007_alea_report.pdf), profiles projects that were awarded funding in fiscal year 2006-2007.

**Step 2.** It is recommended, but not mandatory, that you discuss your project proposal with WDFW staff in the region that your project would take place, especially if you have not worked with WDFW on a cooperative project in the past. Staff may be able to provide feedback on your project, which could be used to fine-tune your proposal. On the application you will be asked if you discussed your proposal with WDFW staff and who that person was. Those who review and score your application may contact that individual for further information about your project. Contact information for the regions is below. If you make contact by e-mail cc: [alea.alea@dfw.wa.gov](mailto:alea.alea@dfw.wa.gov) on all correspondence.



**You would need to make contact with WDFW staff early in the application period. Don't wait until that last few weeks. WDFW staff are very busy this time of year and may not be able to respond prior to the application deadline.**

Region 1 Including: Ferry, Pend Oreille, Stevens, Lincoln, Spokane, Whitman, Walla Walla, Columbia, Garfield or Asotin counties, contact at (509) 892-1001 or [TeamSpokane@dfw.wa.gov](mailto:TeamSpokane@dfw.wa.gov).

### Region 2

Including: Okanogan, Chelan, Douglas, Grant or Adams counties, contact at: (509) 754-4624 or [TeamEphrata@dfw.wa.gov](mailto:TeamEphrata@dfw.wa.gov).

### Region 3

Including: Kittitas, Franklin, Benton or Yakima counties, contact at (509) 575-2740 or [TeamYakima@dfw.wa.gov](mailto:TeamYakima@dfw.wa.gov)

### Region 4

Including: San Juan, Island, Whatcom, Skagit, Snohomish or King counties, contact at (425) 775-1311 or [TeamMillCreek@dfw.wa.gov](mailto:TeamMillCreek@dfw.wa.gov).

### Region 5

Including Lewis, Wahkiakum, Clark, Skamania, Klickitat or Cowlitz counties, contact at (360) 696-6211 or [TeamVancouver@dfw.wa.gov](mailto:TeamVancouver@dfw.wa.gov).

### Region 6

Including Clallam, Jefferson, Kitsap, Mason, Grays Harbor, Thurston, Pierce or Pacific counties, contact at (360) 249-4628 or [TeamMontesano@dfw.wa.gov](mailto:TeamMontesano@dfw.wa.gov).

**Step 4.** Using this application manual, complete the application and send the application packet to us prior to the deadline of February 28, 2009. If you have questions, contact us for answers.

- ➡ **Grant materials can be downloaded from the ALEA webpage at <http://wdfw.wa.gov/volunter/vol-7.htm> or requested by contacting us at (360) 902-2700 or [alea.alea@dfw.wa.gov](mailto:alea.alea@dfw.wa.gov).**

## PROJECT TYPES

The ALEA Grant Program funds five major types of projects; however, others may be considered.

### Habitat Projects

Habitat Projects include activities to restore and/or preserve life-sustaining conditions for fish, game, and non-game wildlife species. Such projects may occur on private property if there is a reasonable expectation of a public benefit resulting from the effort.

Typical activities may include but are not limited to:

- Fish migration improvement
- Spawning bed rehabilitation
- Lake fertilization
- Pollution abatement
- Nest box installation
- Habitat restoration
- Reef construction
- Pond construction
- Endangered stock protection

Whether these types of activities occur on private or publicly owned lands, WDFW seeks projects for habitat that yield measurable results.

### Research Projects

Research Projects have the goal of increasing our knowledge of fish and wildlife species, their numbers, distribution, habits and movement. The results of these Research Projects are to be made available to the public.

Typical activities include but are not limited to:

- Fish or wildlife surveys
- Fish or wildlife mortality studies
- Habitat monitoring and data collection
- Bird banding

### Education Projects

Education Projects have the goal of communicating information and/or offering hands-on experiences that will enhance public understanding of the natural processes affecting fish and wildlife.

Typical activities include but are not limited to:

- Landowner relations
- Outdoor ethics
- Educational Presentations
- The creation of interpretive materials, signage, and publications for public distribution or display with the goal of imparting an understanding of the natural history of Washington's fish, shellfish, and wildlife.

## Facility Development Projects

Facility Development projects provide or enhance access to fish and wildlife recreational opportunities through construction activities.

Typical activities include but are not limited to:

- Trails
- Wildlife viewing stations
- Fishing platforms
- Improvement of artificial production facilities

Access projects undertaken by volunteers on department owned or managed lands must be usable by the physically challenged and meet the standards of the Americans with Disabilities Act (ADA).

## Artificial Production Projects

Artificial Production Projects have the goal of increasing recreational, commercial, and tribal fishing opportunity, but may also include the incubation and release of game bird and non-game species for consumptive and appreciative use.

Typical activities include but are not limited to:

- Egg planting
- Juvenile planting
- Raceway rearing
- Egg taking
- Egg boxes
- Pen rearing
- Pond rearing

Projects that have the goal of producing self-sustaining populations of threatened or endangered fish and wildlife species may also be considered.

► To be considered for an ALEA grant, a fish artificial production project must already be approved and represented in the most recent version of the [Future Brood Document](#).

## Other Projects

“Other” projects may have multiple components and/or do not fit into any of the above project types.

## PROJECT PERMITS AND AGREEMENTS

Below is a list of permits that you may need for your project and the issuing government agency. Although this list is not all-inclusive it may be helpful in filling out the application. Grantees must be prepared to provide copies of their permits to the ALEA Program or WDFW Contracts staff when requested. If a project is found to be operating without required permits your grant contract may be suspended until required permits are obtained or your grant may be cancelled.



Do not delay in applying for needed permits or agreements. Permitting is often a time-consuming process that can lead to project delays.

Permit Name	Issuing local, state, or federal agency
Aquatic Lands Authorization	Dept Natural Resources
Building Permit	City/County
Clearing and Grading	City/County
Cultural Assessment (Section 106)	Dept. of Community Trade and Economic Development The Office of Archaeology and Historic Preservation Development,
Dredge/Fill Permit (Section 10/404)	Army Corps of Engineers
Endangered Species Act Compliance	USFWS and NMFS
Forest Practice Application	Dept Natural Resources
Health Permit	Dept of Health/County
Hydraulics Project Approval (HPA) For Frequently Asked Questions about HPAs click here: <a href="#">WDFW -- Hydraulic Project Approval (HPA) Information</a>	Dept Fish and Wildlife
National Environment Policy Act (NEPA)	Environmental Protection Agency
State Environmental Policy Act (SEPA)	Local or State
Shoreline Permit	City/County
Water Quality Certificate	Dept of Ecology
Water Rights/Well Drilling Permit	Dept of Ecology
Washington Joint Aquatic Resource Permit Application (JARPA)	Local, State, and Federal Agencies
Cooperative Landowner Agreement – agreement between the individual or organization and the property owner to perform the work stated in the application. Cooperative Landowner Agreements are available from WDFW upon request.	

Permitting information can be obtained by calling the Department of Ecology's Permit Assistance Center at (800) 917-0043. Clicking on the following link will take you to an online questionnaire, which can help you determine what permits may be necessary for your project: [Permitting Questionnaire](#).

It is also advisable to contact WDFW through the regional offices listed on Page 3 for permitting assistance.

## APPLICATION INSTRUCTIONS

***The following numbered instructions correspond to the numbered sections on the application.***

### **1. Project Title**

Use a title that identifies the activity, volunteer group, location or a combination of any of the three. Try to keep the title as brief as possible.

### **2. Contact Information**

Provide all information requested. It's preferable that the Project Leader be the person who will be the primary contact for the project. If the application is accepted for funding, the Project Leader or an authorized representative will be required to sign a Cooperative Project Contract with the Department.

### **3. Project Summary**

Provide a clear and concise (short) summary of the project.

### **4. Goals, Objectives and WDFW Priorities**

The following is a partial list of WDFW approved or supported management and/or recovery plans:

2009-2015 Strategic Plan

[http://wdfw.wa.gov/depinfo/strategic\\_plan2009-2015.pdf](http://wdfw.wa.gov/depinfo/strategic_plan2009-2015.pdf)

2009-2015 Game Management Plan

[http://wdfw.wa.gov/wlm/game/management/2009-2015/final\\_game\\_management\\_plan\\_2009-2015.pdf](http://wdfw.wa.gov/wlm/game/management/2009-2015/final_game_management_plan_2009-2015.pdf)

Wildlife Recovery Plans (scroll halfway down webpage to "Recovery Plans")

<http://wdfw.wa.gov/wildlife/management/endangered.html>

Wildlife Area Management Plans

[http://wdfw.wa.gov/lands/wildlife\\_areas/management\\_plans/index.htm](http://wdfw.wa.gov/lands/wildlife_areas/management_plans/index.htm)

Statewide Steelhead Management Plan

[http://wdfw.wa.gov/fish/steelhead/steelhead\\_management\\_plan\\_29feb08.pdf](http://wdfw.wa.gov/fish/steelhead/steelhead_management_plan_29feb08.pdf)

Hood Canal and Eastern Strait of Juan de Fuca Summer Chum Salmon Plan

<http://hccc.wa.gov/SalmonRecovery/SummerChumSalmonPlan/default.aspx>

Lower Columbia Salmon Recovery and Fish & Wildlife Plan

[http://www.lcfrb.gen.wa.us/December%20Final%20%20Plans/lower\\_columbia\\_salmon\\_recovery\\_a.htm](http://www.lcfrb.gen.wa.us/December%20Final%20%20Plans/lower_columbia_salmon_recovery_a.htm)

Puget Sound Salmon Recovery Plan  
<http://www.sharedsalmonstrategy.org/plan/toc.htm>

Snake River Salmon Recovery Plan  
<http://www.snakeriverboard.org/>

Upper Columbia Spring Chinook Salmon and Steelhead Recovery Plan (also includes bull trout)  
<http://www.ucsrb.com/plan.asp>

Middle Columbia Steelhead Recovery Plan  
<http://www.ybfwrb.org/Recovery.html>

➡ For more WDFW management and recovery plans search the following web pages:

WDFW - Fish and Shellfish Science  
<http://wdfw.wa.gov/fish/management>

WDFW - Habitat  
<http://wdfw.wa.gov/habitat/index.html>

WDFW – Wildlife Science  
<http://wdfw.wa.gov/wildlife/management/index.html>

WDFW – Enforcement  
<http://wdfw.wa.gov/enforcement/>

## 5. Project Types

Select the type of project your proposal best fits and answer the related questions. For further information on project types see [Page 4](#) of this manual. The project type you check will determine how your project is scored. If your project has multiple components, you may want to check “Other”.

## 6. Additional Questions

Self-explanatory.

## 7. Project Location

In addition to providing the information requested in the spaces under this heading, provide a project area map on a separate sheet of paper (8.5" x 11"). The map should clearly show the exact location(s) where the project will occur. The map can be a photocopy of an aerial photo, a Metzger’s map, [mapquest](#) map, [USGS](#) or other map type. Clearly delineated hand-drawn maps and site plans will be accepted. Poorly drawn maps will not.

## 8. Applicant Qualifications

Briefly describe experience, education, and training, which would qualify the project lead to undertake this project. List any organizations or projects in which a leadership position was held.

## 9. Past ALEA Funding

If you/your organization has received an ALEA grant in the past, provide the requested information. If you can't recall the contract number, project name or amount contact the [ALEA Grant Program](#).

## 10. Partnerships and Contributions

List all matching and/or in-kind contributions. Indicate the source of contribution, type of in-kind or matching contribution (i.e. grant, technical expertise, cash donation, etc.) and the value (\$) of the contribution.

## 11. Volunteer Effort

List the types of work your volunteers will be doing and indicate the volunteer hours allotted to each type.

## 12. Department Assistance

If your project requires the use of Department owned equipment or facilities or the assistance of department personnel, make note of it here. The awarding of a grant does not guarantee that Department resources will be made available to you. This must be arranged for separately between the applicant and the Department.

The Department will assign a staff member to act as a field contact for each project. The field contact can provide technical assistance if needed as their existing workload allows. If you have a preference for a particular individual to serve in the capacity of a field contact, indicate the employee's name, title, and telephone number on the application.

On page 3 it was recommended that you discuss your project proposal with WDFW staff. If you did this, provide the contact information requested. This is not mandatory, but recommended.

## 13. Project Budget

The ALEA Grant Selection Panel may reduce or eliminate certain line items in your budget it feels are excessive or unwarranted based on the objectives of your project as described in your application. Additionally, the Panel may recommend total funding at a reduced amount without identifying specific budget items.

Enter the information in the form to show the resources needed (ALEA grant funds and all in-kind/matching sources) to complete your project.



**Only the items listed on the project budget page under the column “ALEA Grant Request” will eligible for reimbursement.**

Use the “Tab” key or the arrow keys to move between cells. Do not use the “Enter” key. If you have problems using this form electronically, contact the [ALEA Grant Program](#).

Items and dollar amounts entered in the “In-kind or Matching Contribution” column will need to be further described in Section 10 of the application.

The following are examples of costs that are not eligible for reimbursement under this grant:

- Salaries, Stipends and Benefits
- Administrative Overhead
- Computers and computer equipment purchases greater than \$300
- Interest and other financing costs
- Lobbying
- Alcoholic beverages
- Fines, Penalties, Late Fees
- Purchase of real property
- Ceremonial expenses
- Bad debts, uncollectible accounts, or claims
- Acquisition of Real Property

If you have a question as to what can or cannot be purchased with grant funds contact the [ALEA Grant Program](#).

**Your budget page is organized into 4 main types of costs:**

### **Purchased Goods and Services**

Goods and Services are the essential supplies and services needed to complete your project. Goods might be lumber, hardware, plant material, hand tools, building permits, etc. Some examples of purchased services would be advertising in newspapers and magazines, bus/vehicle charter or rental, equipment rental or printing.

### **Travel, Per Diem and Meals**

Travel and Per Diem includes private vehicle mileage reimbursement at state per diem rates (\$.55 per mile as of January 1, 2009) and the costs of meals, lodging, ferry charges, etc. Click on the following link to see current travel and per diem rates:  
<http://www.ofm.wa.gov/resources/travel/colormap.pdf>

Travel and Per Diem rates may change throughout the year. If this happens, the total grant award will not be adjusted to account for any changes.

Vendor invoiced meals, camp groceries and refreshments should also go under this budget category.



**Reimbursement for travel, per diem and meals is for volunteers only. Volunteers must complete WDFW volunteer registration forms and turn in volunteer time sheets to be eligible for reimbursement.**

## **Inventoriable Equipment**

Inventoriable equipment includes certain items, valued over \$300 that are essential for the performance of the project. Inventoriable equipment purchased using these funds is considered state property and will be inventoried and returned to WDFW upon completion of the project.

Fixed assets with a unit acquisition cost of more than \$5,000 are capitalized and also inventoriable.

Items listed below costing \$300 or more are considered inventoriable equipment:

- Equipment with a license plate (motor vehicles, trailers, etc.)
- Engines (gas and outboard marine)
- Chain saws
- Portable space heaters
- Communications equipment (audio, video and radio)
- Global Positioning System (GPS) units
- Optical devices, binoculars, telescopes, infrared viewers, rangefinders and spotting scopes
- Cameras (motion, still and digital)
- Projectors

➡ Items not meeting the above criteria for Inventoriable Equipment should be listed as Goods and Services in your budget.

## **Contracted Services – Personal Services/Public Works**

### **Personal Services**

Personal Services are professional or technical services. Work is often independent from day-to-day control of the project. Some examples of personal services include: consulting, scientific studies, training, graphic design, web development, curriculum development, and engineering services.

➡ For more information on determining what are personal or purchased services see the [Washington Purchasing Manual](#) starting on page 81.

### **Public Works**

Public Works Contracts are contracts for the carrying out of construction, building, renovation, remodeling, alteration, improvement, and excavation or repair activities. Grantees who intend to hire a contractor must follow public works/prevaling wage laws. These types of contracts must be competitively bid (regardless of cost) and prevailing wages must be paid and documented on forms from the Department of Labor and Industries.

## Volunteer Labor

Volunteer Labor should be calculated at the rate of \$15/hr. This rate helps us evaluate the amount of volunteer effort of your project and does not represent actual dollars that will be paid to any volunteers. If a volunteer is an expert in a particular field you may quote the hourly rate for that profession.

➡ Information about current occupational rates can be found at [www.workforceexplorer.com](http://www.workforceexplorer.com).

- Volunteer labor should be counted only for those people who donate (receive no compensation for) their own time to participate in the project.
- If you are producing any type of educational information to distribute to the public, only the people who volunteered to produce the information should be counted. The public that receives the product would not be considered volunteers.
- Students are only considered volunteers if they are actively participating and contributing to the success of the project. Projects with the goal to teach students in a classroom type atmosphere should not count the students as volunteers.
- WDFW or other personnel assisting with a project during their regularly scheduled work hours are not considered volunteers.
- You will be required to track and submit volunteer hours as proof of match.

## 14. Project Duration

Self explanatory.

## 15. Project Description

The project description should cover the following information (not necessarily in this order):

- ✓ A brief bio. of the applying individual or organization
- ✓ The need for the project
- ✓ How the project will be implemented
- ✓ The benefits to fish and wildlife
- ✓ How project success will be measured
- ✓ Other pertinent information as space allows.

## 16. Permits or Agreements Needed

List the type of permit/agreement needed and indicate if the permit has been obtained, is being processed or has not been applied for yet.

- Projects are not exempt from permitting requirements.

- A list of permits that may be needed and the issuing agency can be found on [page 7](#).
- WDFW also has Landowner Agreement Forms that will need to be completed if your project will be taking place on private property. Copies of agreements will need to be submitted to WDFW if the project is accepted for funding.
- The cost of permits is an allowable budget item.

## 17. Statement of Acknowledgement

The project leader or authorized representative name and the date go in this section.

Applications must include the following:

- ✓ A project map (see [page 9](#) of the application manual for details).
- ✓ Mock-up on an 8 ½" x 11" sheet of paper showing the design and text of any interpretive materials such as signage, brochures, etc. that would be created using grant funds.
- ✓ A copy of plans for construction work such as trails, dock/fishing platforms, buildings, etc. that would be built using grant funds.

Information you provide will be held in confidence until grants are awarded. At that time application it will become public information.

## APPLICATION SUBMISSION

You can submit your application materials electronically, by mail, or in person.

### Submitting Electronically (Preferred)

Send your application packet back as an MS Word document.  
Send to [alea.alea@dfw.wa.gov](mailto:alea.alea@dfw.wa.gov).

### Submitting by Mail

Send to:

Washington Department of Fish and Wildlife  
ATTN ALEA Grant Program  
600 Capitol Way North  
Olympia, WA 98501-1091

**Hand-delivering**

Drop off at:  
WDFW – Fish Program  
Natural Resources Building (6<sup>th</sup> Floor)  
1111 Washington Street  
Olympia, WA 98501

Take the elevator to the sixth floor and drop off the materials at the reception desk.

**Regardless of the method you choose all applications must be received by 5:00 pm on February 28, 2009. NO EXCEPTIONS.**

## THE REVIEW AND SCORING PROCESS

### **Project application review**

Project applications will go through the following steps of review:

1. ALEA Grant Program will review for completeness.
2. A Contracts Officer will review to identify any contractual issues.
3. WDFW Grant Selection Panel members will review proposals individually prior to the grant selection meeting then will review again as a group.

You may be contacted by WDFW to provide further information or to clarify any issues that may be identified in review of the application.

### **Grant Selection**

Each application will be reviewed and scored by the ALEA Grant Selection Panel. This panel is comprised of eighteen WDFW biologists, managers and other staff, with representation from all Regions and Programs.

After scoring, the projects will be ranked and presented to WDFW's Executive Management Team (EMT) for their consideration. The EMT will forward their recommendations to the Director for approval.

Applicants will be notified in writing of the acceptance or rejection of their proposals no later than May 31.

**Good luck!**