

# ALEA

## VOLUNTEER COOPERATIVE GRANT PROGRAM

Funded by the Aquatic Lands Enhancement Account (ALEA)

2012-2013 APPLICATION MANUAL



Washington  
Department of  
**FISH and  
WILDLIFE**

Revised November 2011

*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 areas where improvement can be made, please contact the Cooperative Projects Coordinator. Your comments and suggestions are greatly appreciated.*

# TABLE OF CONTENTS

<a href="#">Introduction</a> .....	2
<a href="#">General Policies</a> .....	3
<a href="#">Applying for an ALEA Grant</a> .....	4
<a href="#">Project Types</a> .....	5
<a href="#">Project Permits and Agreements</a> .....	7
<a href="#">Application Instructions</a> .....	8
<a href="#">Application Submission</a> .....	15
<a href="#">The Review and Scoring Process</a> .....	16

The electronic version of this manual is embedded with hyperlinks. Hyperlinks can be identified by [blue underlined text](#). Opening a hyperlink will 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.

To open a hyperlink, move your cursor over it and double-click your left mouse button.

# INTRODUCTION

## Background

The ALEA Volunteer Cooperative Grant Program provides monetary support, on a cost reimbursement basis, for organizations and individuals who want to do cooperative projects that benefit Washington's fish and wildlife resources and enhance the public's enjoyment of those resources.

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?

Eligible applicants include individual citizens, non-profit organizations, schools (including universities), political subdivisions such as public utility districts and tribes. State and federal agencies may not apply.

## Application Period

The application period is open from December 1, 2010 to February 28, 2011.

## 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 ALEA Grant Program Staff

For more information you may contact us at:

Mailing address: Washington Department of Fish and Wildlife  
ALEA Grant Program  
600 Capitol Way N  
Olympia WA, 98501-1091

Phone: (360) 902-2700

TDD: (360) 902-2207

E-mail: [alea.alea@dfw.wa.gov](mailto:alea.alea@dfw.wa.gov)

Web address: <http://wdfw.wa.gov/grants/alea/>

## GENERAL POLICIES

- ALEA grants will only support project activity that occurs in Washington State.
- Funds are made available to grantees on a cost reimbursement basis. For more information see Page 4 of the 2011-2013 ALEA Policies and Procedures Manual.
- Grantees are required to follow the Washington State Purchasing Rules and the purchasing guidelines outlined in the 2012-2013 ALEA Policies and Procedures Manual.
- Grantees are responsible for ensuring that volunteers who work on the project register as volunteers with the WDFW and report volunteer hours at least quarterly. For more information see Page 8 of the 2012-2013 ALEA Policies and Procedures Manual.
- Inventoriable equipment, whose cost is reimbursed in whole or part using grant funds, is the property of the State, not the grantee. For more information see Page 17 of the 2012-2013 ALEA Policies and Procedures Manual.
- Mitigation projects are not eligible for ALEA funding.
- If certain elements of a project involve the grantee charging the public a fee for goods or services, grant funds cannot be used to support development or production of those particular goods or services. For example, if a grantee intended to sell maps of a wildlife area, grant funds could not be used to develop or produce those maps.
- ALEA funds may not be used for wages, stipends, benefits or administrative overhead costs.
- Only costs incurred during the period specified in the grant agreement will be reimbursed.
- 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.
- Successful applicants will be required to sign a contract that describes the range of activities the grant will support.
- The outcome of a project must be available to the public. Certain types of project occurring on private land may require that an applicant enter into an agreement with WDFW that will ensure public access.
- 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 is required to apply a Use Tax, and pay it to the State Treasurer. The amount of the Use Tax paid by WDFW will be charged to the grant. For more information see Page 4 of the 2012-2013 ALEA Policies and Procedures Manual.
- **For more information on program policies and procedures review the 2012-2013 ALEA Grant Program Policies and Procedures Manual.**

# APPLYING FOR AN ALEA GRANT

## STEP 1

Determine if your project is suitable for ALEA funding. Read the section starting on page 5 for information on eligible project types and examples. Other examples can be found in The 2009 ALEA Report at <http://wdfw.wa.gov/publications/pub.php?id=00692>. If you are unsure whether or not your project would be eligible, contact the ALEA Grant Program.

## STEP 2

It is recommended that you discuss your project proposal with WDFW staff that have expertise with your particular type of project, especially if you have not worked with WDFW on a cooperative project in the past. Staff may be able to provide feedback on your proposal, 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 the ALEA Grant Program to be put in touch with appropriate WDFW staff.



**If you wish to contact WDFW staff, you will need to do so early in the application period. Don't wait until the last few weeks. WDFW staff are very busy at that of year and may not be able to respond prior to the application deadline.**

## STEP 3

Using this application manual, complete the application and send the application packet to us prior to the deadline of February 29, 2012.

Grant materials can be downloaded from the ALEA webpage at <http://wdfw.wa.gov/grants/alea/> 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. If you are not sure how your project should be categorized please contact the ALEA Grant Program.



**Projects whose major focus is on water quality are encouraged to contact the Department of Ecology to inquire about appropriate funding opportunities.**

**Some project types may require that grantees enter into an access agreement with WDFW prior to disbursement of a grant award.**

### 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 an expectation of a substantial fish/wildlife/public benefit resulting from the effort.

Typical activities include, but are not limited to:

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

### RESEARCH PROJECTS

Research Projects have the goal of increasing our knowledge of fish and wildlife species, their numbers, distribution, habits and movements. The results of these Research Projects are to be made available, in published form, to the public and WDFW will require a copy of the results.

Typical activities include, but are not limited to:

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

### EDUCATION PROJECTS

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

Typical activities include but, are not limited to:

- Educational programs, presentations and events
- Outdoor ethics
- Landowner relations

## FACILITY DEVELOPMENT PROJECTS

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

Typical activities include, but are not limited to construction of:

- Trails
- Wildlife viewing stations
- Fishing/hunting platforms

Access projects using grant funds must be usable by the physically challenged and meet the standards of the Americans with Disabilities Act (ADA).

## ARTIFICIAL PRODUCTION PROJECTS

Artificial Production Projects typically have the goal of increasing fishing opportunity, but may also include the incubation and release of game bird and non-game species for public benefit.

Typical activities include but are not limited to:

- Net Pen Operations
- Juvenile planting
- Raceway rearing
- Remote Site Incubators
- Pond rearing



**To be considered for an ALEA grant, a (fish) artificial production project must already be approved by WDFW and represented in the Future Brood Document prior to submitting an ALEA grant application.**

**Wildlife artificial production projects must also be pre-approved by WDFW prior to submitting an ALEA grant application.**

## OTHER PROJECTS

“Other” projects may have multiple project-type components (example: a habitat restoration project that also has a significant education/outreach component) or do not fit into any of the above project types categories.

## PROJECT PERMITS AND AGREEMENTS

Below is a list of permits that you may need for your project and the issuing government agency. Grantees must be prepared to provide copies of their permits to the ALEA Program or other WDFW 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.

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)	Dept Fish and Wildlife
For Frequently Asked Questions about HPAs click here: <a href="http://wdfw.wa.gov/licensing/hpa/">http://wdfw.wa.gov/licensing/hpa/</a>	
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 Office of Regulatory Assistance 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](#).

A large list of environmental related permits that may be required for activities in Washington is on the One Front Door to Washington's Outdoors webpage here: [http://access.wa.gov/environment/environment\\_permits.aspx](http://access.wa.gov/environment/environment_permits.aspx)

# 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. **Please try to keep the title brief.**

## 2. Contact Information

Provide all information requested. Enter information for the person who will be the primary contact for the project. If the application is accepted for funding, an authorized representative will be required to sign a cooperative project contract with the Department.

## 3. Project Summary

In no more than 150 words, provide a clear and concise summary of your project.

## 4. Goals, Objectives and WDFW Priorities

Projects whose activities are most consistent with WDFW goals, objectives, actions, etc., have a better chance of being awarded a grant. When completing this section let us know which plan your project is consistent with and cite specific page numbers of the plan that show the connection between your project and WDFW objectives.

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

WDFW 2011-2017 Strategic Plan

[http://wdfw.wa.gov/about/strategic\\_plan/](http://wdfw.wa.gov/about/strategic_plan/)

2009-2015 Game Management Plan

<http://wdfw.wa.gov/publications/pub.php?id=00433>

Wildlife Area Management Plans

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

Statewide Steelhead Management Plan

[http://wdfw.wa.gov/conservation/fisheries/steelhead/management\\_plan.html](http://wdfw.wa.gov/conservation/fisheries/steelhead/management_plan.html)

Puget Sound Summer Chum Salmon Recovery Plan

<http://wdfw.wa.gov/fishing/salmon/chum/pugetsound/recovery.html>

**For many more WDFW management and recovery plans search the WDFW “Publications” web page:**

<http://wdfw.wa.gov/publications/>

## 5. Project Type

Select the **ONE** type of project your proposal best fits and answer the questions that follow for that project type. For further information on project types see Page 5 of this manual.

If your project has multiple components, you may want to check “Other” as the project type. If you do, answer all applicable questions in Section 5. For example, if your project type is a balance between habitat restoration and education you would select “Other” as the project type then answer applicable questions under “Habitat Project” and “Education Project”; however, do not select either “Habitat Project” or “Education Project” as your project type. Your project type would still be “Other”.

If you are unsure how your project should be categorized, contact the ALEA grant program.

## 6. Priority Habitats and Species

Indicate whether or not your project has a focus on specific priority habitats and/or species. See the complete list of Priority Habitats and Species here:

<http://wdfw.wa.gov/publications/00165/wdfw00165.pdf>

## 7. Project Location

In addition to providing the information requested in the spaces under this heading, provide a project map on a separate sheet of paper (size: 8.5" x 11"). The map should clearly show the location(s) where the project activity will occur. Only clearly delineated hand-drawn maps and site plans will be accepted.

## 8. Applicant Qualifications

In no more than 150 words, describe the relevant experience, education, and training, which would qualify the project leader or organization to undertake this project.

## 9. In-kind/Matching Contributions

**A current ALEA Grant Program award or goods purchased with any ALEA grant should not be counted as an in-kind/matching contribution.**

List all matching and/or in-kind contribution to be utilized for implementing the project. Indicate the name of the contributor, what the contribution is and the value of the contribution. Match in the form of volunteer effort should not be listed in this section, but section 10. After totaling the value of your in-kind/match enter that number on line “F” of your project budget page.

## 10. Volunteer Labor

### First read and understand these points about volunteers:

- Volunteer labor should be counted only for those people who will receive no compensation (in the form of wages, income, pay, stipends, etc.) for their time participating 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 information would not be considered volunteers.
- Students are only considered volunteers if they are actively participating and contributing to the implementation of the project. Students that receive educational information are not considered volunteers.
- WDFW or other paid personnel assisting with a project during work hours are not considered volunteers.
- Persons who have to pay any type of fee to participate in a project are not considered volunteers.
- You will be required to track your project's volunteer hours and submit volunteer timesheets to the ALEA Grant Program.

### Now you are ready to complete this section:

1. Provide an estimate of the number of individual volunteers that will work on the project.
2. List the general types of work your volunteers will be doing.
3. Indicate the number of volunteer hours you expect to be used for each activity.
4. Total your volunteer hours.
5. Indicate a value for the hourly rate of volunteer labor. In most cases, this should be calculated at the standard rate of \$16/hr. 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).
6. Multiply the hours per activity by the hourly rate to get the value of volunteer labor.
7. Total the value of your volunteer labor and enter that number on line "G" of your project budget page.

## 11. WDFW Assistance

If your project requires the use of WDFW owned equipment or facilities or the assistance of department personnel, make note of it here. The awarding of a grant does not guarantee that WDFW resources will be made available to you. This must be arranged for separately between the applicant and WDFW prior to the beginning of the grant period and will not be coordinated by ALEA Grant Program staff.

WDFW 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. They will also do a project site visit, if applicable. If you have a preference for a particular individual (from WDFW) to serve as your field contact, indicate the employee's name, title, and telephone number on the application.

On page 4, it was recommended that you discuss your project proposal with WDFW staff. If you did this, provide the contact information requested.

## 12. Project Budget

Your budget page is organized by four main types of costs: Goods and Services; Travel, Per Diem, and Meals; Inventoriable Equipment and Personal Services. After reading the descriptions of the categories and ineligible costs, see the instructions that follow.

- **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 the services included in this category would be advertising in newspapers and magazines, bus/vehicle charter or rental, equipment rental or printing.

Public Works contracts should be listed under goods and services. Public Works contracts are for building, renovating, remodeling, alteration, improvement, 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.

- **Travel, Per Diem and Meals**

Travel and Per Diem includes private vehicle mileage reimbursement at state per diem rates (\$.51 per mile as of October 1, 2011) 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. The total grant award cannot be increased to account for any changes.

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



**Only registered volunteers are eligible for reimbursement of mileage, lodging and meal entitlements.**

- **Inventoriable Equipment**

In some cases it may be better to lease or rent equipment rather than purchase. Evaluate each option and choose the one that is most cost effective.

Inventoriable equipment includes certain types of equipment valued over \$300. Inventoriable equipment whose cost is reimbursed using grant funds is state property. This equipment will be inventoried and must be returned to WDFW upon expiration of the contract.

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

The following list is not all inclusive, but describes some types of equipment 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 (exception: GPS enabled wildlife collars)
- Optical devices, binoculars, telescopes, infrared viewers, rangefinders and spotting scopes
- Cameras (motion, still and digital)
- Projectors

Items not considered Inventoriable Equipment should be listed under Goods and Services in your budget.

- **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 80.

- **Ineligible Costs**

The following are examples of some of the 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 are not sure if a cost is eligible, contact the ALEA Grant Program.

## **Instructions for Completing the Project Budget Page**

Use the “Tab” key or the arrow keys on your keyboard to move between cells. Do not use the “Enter” key. If you have problems using this form, contact the ALEA Grant Program.



**When estimating costs of purchases, include sales or use tax. Purchases made out of state or on the Internet are subject to use tax so factor in the appropriate amount.**

**When entering amounts in your budget, round up to the nearest whole dollar.**

1. List all **goods and services** whose cost would be reimbursed with grant funds and then indicate quantity, cost per item and total cost that would be reimbursed.
2. After listing all goods and services total the costs and enter that amount on line “A”.
3. List all **travel** costs that would be reimbursed with grant funds and then indicate quantity, cost per item and total cost that would be reimbursed.
4. After listing all travel costs, total them and enter that amount on line “B”.
5. List all **inventoriable equipment** whose cost would be reimbursed with grant funds and then indicate quantity, cost per item and total cost that would be reimbursed.
6. After listing inventoriable equipment, total the costs and enter that amount on line “C”.
7. List all personal services whose cost would be reimbursed with grant funds and then indicate quantity, cost per item and total cost that would be reimbursed.
8. After listing all personal services, total the costs and enter that amount on line “D”.
9. Add lines A-D and enter that amount on line “E”. This is the total amount of grant funding you are requesting.
10. Enter the total value of in-kind/matching contributions that you calculated from Section 10.
11. Enter the total value of volunteer labor that you calculated in Section 11.
12. Add lines E-G.

## **13. Project Description**



**Keep the length of your project description to no more than two pages with a font size no less than 11 point.**

Complete the following sections. Failure to complete any section will result in your proposal not being accepted for review.

### **NEED STATEMENT**

- What need(s) will your project address?
- If you have documented evidence of the need, please cite specific studies, expert views, surveys,

statistical facts, etc.

- What are the consequences if the project isn't done?

### **GOAL**

- Provide a general statement of what you wish to accomplish or the outcome this project will bring about. Example: "Increase the knowledge of the salmon life cycle for all middle school students in Whatcom County."
- Your goal should not include information about the methods you will use to accomplish the goal nor should it include your objectives, which you will provide in the next section.

### **OBJECTIVES**

- Your objectives represent steps toward accomplishing the goal you stated above. Objectives must be measurable.
- Using a bulleted list to show your objectives is highly recommended.
- Only objectives that will be accomplished within the grant period should be included
- Examples of objectives:
  - Provide 12 presentations about the salmon life cycle to 6 Whatcom County middle schools
  - Host two field trips to a local fish hatchery

### **METHODS AND IMPLEMENTATION**

- Discuss how you will implement the activities related to your objectives.
- What will be the roles/responsibilities of staff, volunteers or others?
- When will the activities occur?

### **EXPECTED BENEFITS**

- What benefits do you expect your project to provide to fish, wildlife and/or the public?
- Try to quantify your benefits. For example, if your objective was to build two wildlife viewing platforms, an expected benefit might be a 5% increase in person/day use at that location.
- If the benefits can be measured, explain how they'll be measured.

## **14. Project Duration**

All grants offered this round are for one year. If the project is currently active answer the questions that follow.

## **15. Permits or Agreements Needed**

List the type of permit/agreement needed and indicate if the permit has been obtained, is being processed or no action has been taken 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 has Landowner Agreement Forms that may 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.

## 16. Statement of Acknowledgement

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

Applications must also include the following:

- ✓ A project map (see page 8 of the application manual for details).
- ✓ (If applicable) Mock-ups on 8 ½" x 11" sheets of paper showing the design and text of any interpretive materials such as signage, brochures, etc. that would be created using grant funds.
- ✓ (If applicable) 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 the application will become public information.

# APPLICATION SUBMISSION

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



**Ensure that the ALEA Grant Program confirms receipt of your application materials.**

### Submitting Electronically

It is preferred that you send your completed application as an MS Word document.

Other attachments (map, mock-ups, and plans) may be sent in PDF format.

Send all materials to [alea.alea@dfw.wa.gov](mailto:alea.alea@dfw.wa.gov).

### Submitting by Mail

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



**All applications must be received or postmarked by February 29, 2012.**

# THE REVIEW AND SCORING PROCESS

## Criteria

The following will be considered when scoring your proposal:

- Consistency with WDFW goals, objectives, actions or initiatives
- The level of public benefit (direct or indirect) that would be realized from the project
- The level of focus on WDFW indentified priority habitats/species
- Applicant qualifications
- Benefits to costs
- Effectiveness in promoting stewardship in fish and wildlife (education projects)
- The number of people exposed to the project (education projects)
- Project's potential impact on local economies (artificial production projects)
- The number of fish/wildlife that would be reared and released (artificial production projects)
- The level that the project outcome be accessible to and usable by persons of disability (facility development projects)
- The amount of person-day use per year, the project's potential impact on local economies or other means of measuring project success (facility development projects)
- Plans to publicize the project results and/or make them available to decision makers (research projects)
- The research's benefit to decision makers (research projects)
- The project's potential for long-term success (habitat projects)
- The amount of habitat restored (habitat projects)

## Project application review and grant selection

ALEA Grant Program staff will review your application for completeness and check for errors.

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

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

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's office for approval.

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

**Good luck!**

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