

ALEA

AQUATIC LANDS ENHANCEMENT ACCOUNT
VOLUNTEER COOPERATIVE GRANT PROGRAM

GRANT APPLICATION GUIDE 2019-2021

- Application questions and guidance
- Evaluation Criteria
- Process Timeline

Following this guide will give you your best chance of success.



Application Questions and Guidance

The following pages contain the application questions along with guidance on answering some of the questions. Some questions are self-explanatory and no guidance is provided.

Be clear and concise in your answers. For most form fields you are limited to the space provided.

If you need assistance with the application or it's questions contact the ALEA Grant Program at 360-902-2685 or alea@dfw.wa.gov.

Your completed application packet must be received by February 28, 2019.

PROJECT NAME

If utilizing the same project name as a previous submission add, "2019-2021" to the end of the project name.

PAST ALEA PARTICIPATION

Was your project funded with a WDFW ALEA grant in the current 2017-2019 biennium?
no guidance

Have you/your organization ever received a WDFW ALEA grant?
no guidance

CONTACT INFORMATION

Name of the applying organization or individual:

Those who awarded grants will enter into a grant contract with WDFW, so all applying organizations must be legal entities.

Name, phone, e-mail, address
no guidance

Application Questions and Guidance

PROJECT LOCATION

Select all WDFW Regions that your project will take place in.

Using the map below identify which Region(s) in the state your project will take place in and check the appropriate boxes on the application.



Describe where the project work will be conducted

If in a remote location, please also provide GPS coordinates.

You will be attaching maps to your application that show project locations.

Who are the owners of the properties that the project will take place at?

no guidance

Have you obtained landowner permission to conduct your project there?

no guidance

Application Questions and Guidance

PROJECT TYPE

Select one project type that best fits your project.

Choose the project type that represents your project's primary focus and direction of effort and resources. If you believe your project type doesn't fit any of the project types listed, select "Other".

- **Habitat** projects include activities that enhance, restore and preserve fish and wildlife habitat.
- **Research** projects increase our knowledge of fish, wildlife and their habitat.
- **Education** projects communicate information and/or provide hands on experiences that will enhance public understanding of fish, wildlife and their habitat.
- **Facility Development** projects provide or enhance access to fish and wildlife related recreational opportunities. Typically, they will involve construction and/or maintenance.
- **Artificial Production** projects rear and release fish or wildlife for public recreation or population restoration. *All artificial production projects must have been approved by WDFW by the end of the application period to be eligible for an ALEA grant.*

PROJECT DESCRIPTION

See application for guidance

PROJECT TIMELINE

List the major project activities and click on the appropriate cells to indicate when those activities would occur.

Application Questions and Guidance

PERFORMANCE MEASURES

Your performance measures are a quantification of the major activities or outcomes that will be realized through the project. Think of the ways you would measure the success of your project.

- Only list performance measures relating to project activities that will be completed within the two-year grant period.
- Performance measures must include measures of success (a number or percent) that relates to the activity or outcome.
- Make sure you list performance measures that you can actually measure or track within the grant period! If awarded a grant you'll need to report on their progress.
- Don't include performance measures related to volunteer effort. You will do that in a following section.

See below for examples of *acceptable* performance measures:

- Complete 15 surveys of Columbian sharp-tailed grouse leks in Eastern Washington
- Rear and release 15,000 coho salmon into the Issaquah River
- Install 500 native plants along 1,500 feet of the Yakima River
- Construct and install a 10' x 15' ADA accessible fishing platform at Lyons Ferry Marina

Here are some examples of *unacceptable* performance measures:

- Train volunteers to be docents and give presentations about raptor migration
- Conduct stream surveys in Whatcom County
- Build an enclosure to house pygmy rabbits
- Construct nest boxes for wood-ducks

The above examples are not acceptable because they don't include measures of success. *Not including measures of success is a common mistake that can affect evaluation.*

CONSISTENCY WITH WDFW/FISH AND WILDLIFE COMMISSION GOALS

Is your project consistent with Fish and Wildlife Commission decisions and/or WDFW goals, objectives, actions or initiatives as stated in a current WDFW approved or supported management or recovery plan?

Projects, whose activities are most consistent with WDFW goals, objectives, actions, etc., have a better chance of being awarded a grant.

On the following page are links to some WDFW websites and plans for more information:

Application Questions and Guidance

2017-2019 WDFW Strategic Plan: http://wdfw.wa.gov/about/strategic_plan/
The Strategic Plan is a good place to start.

Fish and Wildlife Commission webpage: <http://wdfw.wa.gov/commission/>

21st Century Salmon and Steelhead Initiative: https://wdfw.wa.gov/about/strategic_plan/

2005-2021 Game Management Plan
<http://wdfw.wa.gov/publications/01676/wdfw01676.pdf>

Many more management and species recovery plans can be found here:
<http://wdfw.wa.gov/publications/>

Which WDFW plans or Fish and Wildlife Commission decisions are your project activities consistent with?

List the plan and cite which goals, objectives, actions, Fish and Wildlife Commission decisions, etc., your project activities are consistent with. The more specific you can be, the better.

Briefly describe how your project is consistent.

no guidance

PRIORITY HABITATS AND SPECIES

Is this project being undertaken specifically to benefit habitats or species identified in WDFW's Priority Habitats and Species List?

Indicate whether or not your project has a focus on specific priority habitats or species. See the complete list of Priority Habitats and Species here: <http://wdfw.wa.gov/conservation/phs/list/>.

If yes, which one(s)?

Provide the names of up to four species and/or habitats that your project will most impact and indicate (for species) their Priority Species Criteria (see the PHS list).

Application Questions and Guidance

PROJECT BUDGET

In your project budget, list only the project costs you wish to be reimbursed through an ALEA grant. Total grant requests are limited to a maximum of \$43,400*.

You're advised to review the ALEA Policies and Procedures Manual to understand what costs are eligible or not for reimbursement. It's available to view or download at:

<https://wdfw.wa.gov/grants/alea/>

BUDGET DO'S

Do include costs that are essential for completing your project.

Do verify prices, rates and get bids to ensure your costs are accurate.

BUDGET DONT'S

Don't include line items for things that would be "nice to have", but aren't essential.

Don't inflate costs.

You will list your project costs in one of three categories: Goods and Services, Travel and Inventoriable Equipment.

A. Goods and Services. These are the essential supplies and services needed to complete your project.

Entering Goods and Services costs in the application:

List the good or service under "Item description". If applicable, indicate a unit of measure in the description. For example, if purchasing native plants, indicate what size plants would be purchased.

Enter the quantity to be purchased in the "Quantity" column. Only enter numerical values. You must enter a value. If you need just one of something, enter "1".

List the per unit cost for each item in the "Cost Per" column.

B. Volunteer Travel: Mileage, Per Diem and Lodging. Volunteers may be reimbursed for private vehicle mileage, lodging, and per diem at the state rate if necessary for the project. Current mileage, lodging and per diem rates can be found here: <https://www.ofm.wa.gov/sites/default/files/public/resources/travel/colormap.pdf>.

Note: Per diem (meal) expenditures are not a high priority type of cost to fund. If a project requires sustained in-the-field volunteer effort, we encourage applicants to request reimbursement for camp groceries – the actual cost of food items purchased to sustain volunteers - rather than per diem. Camp groceries should be listed under "Goods and Services", entering a quantity of one and the total amount of funds requested for camp groceries.

* This is based on our estimate of having approximately \$867,000 dollars available for grants in the 2019-2021 biennium. However, the final amount will be subject to legislative appropriation and won't be finalized until approved in the 2019 legislative session.

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PROJECT BUDGET (CONT'D)

Entering Volunteer Travel: Mileage, Per Diem and Lodging costs in the application:

Mileage

Enter "Volunteer mileage" in the "Item Description" field.

Enter an estimate of volunteer miles to be driven in the "Quantity" field.

Enter the current mileage rate of \$.58/mile in the "Cost per" field.

Lodging

Enter "Lodging" in the "Item Description" field.

Enter the estimated number of nights lodging is needed in the "Quantity" field.

Enter the cost per room, per night in the "Cost per" field.

C. Inventoriable Equipment. Inventoriable Equipment includes certain kinds of equipment that are any one of the following:

- Items such as motors, digital cameras, binoculars, spotting scopes, infrared viewers, GPS units, chainsaws, or projectors whose total cost is over \$300.
- Miscellaneous equipment costing over \$5,000 such as Lab equipment, radar units, generators, or welding units.
- Items that must be licensed or registered.

Inventoriable Equipment whose cost is reimbursed using grant funds is state property and would be on loan to the grantee for the duration of the grant contract. Grantees will need to enter into a loan agreement with WDFW when Inventoriable Equipment is purchased.

Enter Inventoriable Equipment costs the same as entering "Goods and Services" costs.

Application Questions and Guidance

BUDGET NARRATIVE

Complete the table, including information on the five highest cost line items from your budget.

MATCH: IN-KIND/CASH CONTRIBUTIONS

While match is not a requirement, applicants are encouraged to obtain matching resources to demonstrate a shared commitment to the project and make ALEA grant funds available available for more projects. All else equal, proposals that include match will rate higher.

When listing your match, include cash, goods, or services that will be provided by outside organizations and individuals.

DO only include match that has been confirmed and documented.

DON'T include volunteer labor. That will be noted in the next section.

Entering match in the application:

1. Enter the name of the individual or organization that is providing the contribution.
2. List the goods, services or monetary contribution being provided.
3. Enter an estimated value of the contribution.
4. Provide a brief description explaining how the contribution will contribute towards the success of your project.

Application Questions and Guidance

VOLUNTEER CONTRIBUTION

Check the box after reviewing the below criteria:

CRITERIA

As it applies to the ALEA Grant Program and the completing of this application the following must be true of an individual to be considered a “volunteer”:

- The person is offering their service of their own free will and is:
 - o 18 or older at the time of service,
 - o emancipated, or
 - o under 18, but has parental or legal guardian/custodial consent.
- If the person is a student, the activity they are volunteering for is not a mandatory school activity. Elective classes are exempted.
- The person is actively participating in implementing one or more project objectives identified in the grant application.
- The person does not receive any wages, salaries, benefits (such as medical/dental/paid leave, etc.--typical employee benefits), stipends or payments of any kind from the grantee in exchange for their participation in the project. *A person may be granted mileage or limited per diem reimbursement through the grant and still be considered a volunteer.*
- The person does not receive any wages, salaries, benefits or stipends from an employer (they are not “on the clock”) while participating in the project. These contributions may be listed as match.
- The person does not have to pay a fee in order to participate in the project.
- ALSO
- If the grantee is paying for the use of a work crew, those individuals are not considered volunteers.

In the “Type of volunteer activity” field, describe the type of work volunteers will be doing; for example, salmon spawning surveys, educational presentations, planting native plants, etc.

In the “Volunteer Hours” field, enter the total estimated number of hours that volunteers will be doing that activity. *Grantees must report their documented volunteer hours on a quarterly basis.*

In the “Hourly rate” field, use the standard rate of general volunteer labor of \$30.46/hour. However, if a volunteer has professional expertise that will be utilized, you may quote an hourly rate for that profession.

Provide an estimate of the number of individual volunteers that will work on the project
no guidance

Application Questions and Guidance

QUALIFICATIONS

no guidance

ANSWER THE FOLLOWING QUESTIONS IN THIS SECTION IF APPLICABLE TO YOUR PROJECT

no additional guidance for these questions

If conducting artificial production activities, what species and how many of each species would you be rearing and releasing over the course of the grant period?

If conducting education/outreach activities, approximately how many people do you intend to reach through your activities over the course of the grant period?

If conducting habitat restoration activities that involve planting vegetation, briefly describe your restoration and monitoring plan including information on planting density, species to be planted and buffer width (if riparian restoration).

If doing facility development or construction activities, will your project be compliant with the Americans with Disabilities Act (ADA)?

If you answered “no” above, explain why you believe your project does not need to be compliant.

If conducting research activities, which organizations or agencies will you be reporting your results to?

If conducting research activities, what experts have you worked with on the project design to ensure it accomplishes its objectives?

If conducting research activities, how will you make the results of your research available to the public?

If conducting a research activities, how do you believe the results of your research would lead to more informed fish and wildlife management decisions?

Application Questions and Guidance

WDFW COORDINATION AND ASSISTANCE

If you are coordinating your project with WDFW staff, please provide the information for your main WDFW contact.

Describe any pre-arranged assistance that WDFW staff provide to the project?

no guidance

PERMITS AND AGREEMENTS

List federal, state, municipal and other permits or landowner agreements required to complete this project and their current status.

The awarding of a grant does not exempt projects from any permitting requirements. Grantees must be prepared to provide copies of their permits to the ALEA Grant Program or other WDFW staff when requested.

If you did not list any permits above, please explain why you think no permits are needed to conduct your project.

no guidance

STATEMENT OF ACKNOWLEDGEMENT

Read the statement and check the box if you agree.

Name/Date

no guidance

Criteria

Projects are scored according to the criteria listed below.

	Points
Consistency of the project with Fish & Wildlife Commission decisions, WDFW goals, objectives, actions, or initiatives documented in a WDFW approved or supported management or recovery plan	0-20
The level of public benefit that would be realized from the project	0-15
Project focus on WDFW priority habitats or species	0-5
Performance measures (Were performance measures appropriate for the project, adequately defined, and will they be suitable for helping determine project success?)	0-10
Overall costs to benefits	0-15
Volunteer effort	0-15
Applicant qualifications	0-10
Bonus	
New applicants/projects	0-2
Total	0-92

Process Timeline

- **December 1, 2018-February 28, 2019: application period**
- **March 1, 2019 – approx. May 10: ALEA Review Panel evaluation period**
- **By June 1, 2019: applicant notification of funding decisions**