

# ISLAND COUNTY GENERAL SERVICES ADMINISTRATION

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## ISLAND COUNTY CONSERVATION FUTURES PROGRAM APPLICATION INSTRUCTIONS

Island County's Comprehensive Plan identifies that unique or distinctive lands should be preserved in recognition of the irreplaceable character of such resources and of their importance to the quality of life of residents and visitors to Island County. The Comp Plan further identifies the Conservation Futures Fund (CFF) as a source of funding to achieve goals and policies of Land Protection and Stewardship and Maintenance so that Island County positions itself as a habitat and outdoor recreation provider, reflecting a desire to protect habitat and meet the community's outdoor, low impact recreation needs.

To meet these goals, the Island County Board of County Commissioners established the Conservation Futures Program and Procedures for the Program so that organizations can apply to use these funds in a fair, balanced, transparent and effective fulfillment of the Comprehensive Plan.

These application instructions are intended to provide applicants with materials to submit an application to the Conservation Futures Program that contains enough information for the application to be reviewed and recommendations made to the County Commissioners.

Project Applications for the 2021 funding cycle must be emailed to [m.meyer@islandcountywa.gov](mailto:m.meyer@islandcountywa.gov) by the end of day on Sunday, February 28<sup>th</sup>, 2021.

Conservation Futures Program projects must conform with:

- [RCW 84.34.210](#) and [84.34.220](#),
- [Island County Code Chapter 3.22](#), and
- [Island County Resolution C-69-19](#).

The Island County Conservation Futures Program is accepting applications from eligible organizations for a share of the annual allocation of the Conservation Futures Fund for proposed Acquisition projects and proposed Maintenance and Operations projects (M&O). CFF M&O project funds may only be used for properties already acquired using Conservation Futures Funds.

The organizations that are eligible to receive Conservation Futures Funds (CFF) include Island County government, cities, towns, special purpose districts, non-profit nature conservancy organizations (as defined in RCW 84.34.250), and non-profit historic preservation organizations (as defined in RCW 64.04.130).

Eligible Acquisition projects will be reviewed by County Staff and the CFF Citizens' Advisory Board which will make recommendations to the Board of County Commissioners. The Board of County Commissioners will make a final determination on funding.

Eligible M&O projects will be reviewed directly by the Board of County Commissioners.

CFF applications shall be of a narrative form that describes the proposed project and how the proposed project compares to the current Project Selection Criteria as adopted by the County Commissioners. The detail of the application is one factor that contributes to how the proposed project compares and prioritizes in relation to other proposed projects being considered in the same funding cycle.

Applications shall be submitted in PDF format:

- The cover page of your application should have a header section with the project title and year. The cover page should also contain:
  - The applicant's contact information (address, e-mail and phone number) as well as identify the specific properties the proposed project involves.
  - At a minimum, the parcel numbers, owners, addresses, property identification numbers and common names for all properties fully or partially in the project.
  - A summary of proposed project costs and budget.
- Please include a project description as the first item on the second page of the application. The project description should be at least a paragraph and up to a page that describes in detail what the proposed project would do.
- The third page of the application should start with the project budget including all costs and proposed sources of funding for those costs. The Proposed Project Application Attachment B – Budget spreadsheet must accompany each application, but you should also include an explanation of the details of your project budget.
- Please include narrative description of how the proposed project compares, in detail, to each of the current Project Selection Criteria (project selection criteria scoring tools attached). Be detailed and use the same order, category titles and numbering as listed on the scoring tools.
- Mapping that adequately describes the proposed project, the project's complexities and details should be attached. Please format to 8½"x 11" as much as possible. At a minimum, you are required to provide:
  - An Island County Map indicating the location of the proposed project, and
  - A detailed map indicating the boundaries of the proposed project.
- Pictures that show the important features of the proposed project should be attached.
- Include or attach any additional information which would assist in evaluating the proposed project for CFF funding.

For further information, please visit <https://www.islandcountywa.gov/GSA/Pages/cff.aspx> or contact Michelle Meyer, Administrative Services Director at (360) 678-7837.

*Island County Conservation Futures Program - Citizens' Advisory Board*  
**ACQUISITION PROJECT EVALUATION CRITERIA**

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<b>A. Conservation Values &amp; Resources</b>	<ol style="list-style-type: none"><li>1. Rarity of resources or habitats protected<ol style="list-style-type: none"><li>a. Significance of resources protected</li><li>b. Rarity of resources or habitat protected</li></ol></li><li>2. Working farm &amp; agricultural<ol style="list-style-type: none"><li>a. Agricultural soils quality and condition.</li><li>b. Resource suitability for current and long-term production, existing and future agricultural income.</li><li>c. Site significance of agricultural resources locally, regionally, or statewide.</li></ol></li><li>3. Working forest<ol style="list-style-type: none"><li>a. Timberland quality and condition.</li><li>b. Resource suitability for current and long-term timber production, existing and future timber income.</li><li>c. Site significance of timber resources: local, regional, or statewide.</li></ol></li></ol>
<b>B. Appropriate Public Use and Enjoyment</b>	Appropriate plans for access, trails, wildlife viewing, protection of scenic view shed, and historic values.
<b>C. Plan Consistency and Partnerships</b>	<ol style="list-style-type: none"><li>1. Project named as a priority in a local jurisdiction's adopted plan(s) which identifies this site or habitat area for conservation purposes and/or appropriate public access.</li><li>2. Documented support for this project by planning partners, other organizations, and citizens.</li></ol>
<b>D. Potential for Loss</b>	<ol style="list-style-type: none"><li>1. Immediacy and magnitude of potential loss of areas identified as having long-term rural significance or land suitable for conservation.</li><li>2. Immediacy of acquisition timing: opportunity with landowner and leveraged funding.</li></ol>
<b>E. Assessment of Stewardship Viability</b>	<ol style="list-style-type: none"><li>1. Stewardship needs are identified and adequately addressed with an appropriate management plan or application includes funding request for management plan.</li><li>2. Potential risks and liabilities to protect long-term conservation values and resources are identified and adequately addressed.</li><li>3. Identifies long-term costs of maintenance and capital improvements (if any) and are adequately addressed.</li></ol>
<b>F. Financial Strategies</b>	<ol style="list-style-type: none"><li>1. Acquisition cost efficiencies and financial strategy (including matching contributions) to leverage use of funds.</li><li>2. Strategy for managing future costs, liability and risk issues (for example, acquisition of minimum controlling interest).</li></ol>

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*Island County Conservation Futures Program – Evaluated by County Staff*  
**ACQUISITION PROJECT TECHNICAL EVALUATION CRITERIA**

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**A. Habitat**

*(Evaluated by Island  
County Natural Resources)*

1. Biological function and environmental benefits, quality and importance of habitat type for specific species including salmonids.
  2. Connectivity to and enhancement of other protected lands and important water bodies.
  3. Site significance of habitat ecosystem: locally, regionally, or statewide.
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**B. Water resources**

*(Evaluated by Island  
County Natural Resources)*

1. Provides for protection of groundwater resources through aquifer recharge area protection. Groundwater susceptibility is currently mapped as Low, Medium or High susceptibility (as part of the county's CAO).
  2. Provides for protection of groundwater resources / seawater intrusion risk (ICC 8.09.099).
  3. Reduces impact of surface water discharge.
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## **MAINTENANCE AND OPERATIONS PROJECT EVALUATION CRITERIA**

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<b>A. Ecological Integrity</b>	Degree to which the project reduces or eliminates a serious threat to ecological integrity, a developing ecological threat or invasive species threat.
<b>B. Hazard or Liability</b>	Degree to which the project removes or eliminates a significant hazard or liability.
<b>C. Special Status</b>	Degree to which the project protects, restores or enhances a species or plant community with special status.
<b>D. Habitat values not previously covered</b>	Degree to which the project provides habitat protection, restoration or enhancement in ways not covered in Criteria A-C.
<b>E. Public Access</b>	Degree to which the project increases or enhances public access to the property.
<b>F. Management Plan</b>	<ol style="list-style-type: none"><li>1. Project includes a proposal to develop a site-specific management plan if one does not already exist. <u>OR</u></li><li>2. The property has an existing site-specific management plan and the degree the project is supported by this management plan.</li></ol>
<b>G. Supported by Community Plans</b>	Degree to which the project is supported by one or more federal, state, regional or local plans.
<b>H. Existing Infrastructure</b>	Degree to which the project protects existing infrastructure vital to the property within the context of the CFF Program.
<b>I. Develops Infrastructure</b>	Degree to which the project provides new infrastructure vital to the property within the context of the CFF Program.
<b>J. Long Term Viability</b>	Degree to which, in the long term, the result of the project can be reasonably managed and will remain viable.
<b>K. Other Resources</b>	Degree to which the project utilizes matching funds or additional resources not from the CFF Program.
<b>L. Public Ownership</b>	Degree to which the property is owned by the public. Fee simple public ownership, Fee simple public ownership with someone else owning, Public CE only, Public trail only, Public deed of right only.

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ATTACHMENT B – ESTIMATED PROJECT BUDGET  
 ISLAND COUNTY CONSERVATION FUTURES FUND  
 PROPOSED PROJECT APPLICATION

PROJECT NAME = \_\_\_\_\_ YEAR = \_\_\_\_\_

	CATAGORY	CFF	OTHER FUNDING SOURCES	TOTAL FUNDING
<b>PLANNING</b>				
	SALARIES AND BENEFITS	\$	\$	\$
	CONSULTANTS / SUB- CONTRACTING	\$	\$	\$
	GOODS AND SERVICES	\$	\$	\$
	OTHER	\$	\$	\$
	<b>TOTAL PLANNING</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>MAINTENANCE AND OPERATIONS</b>				
	SALARIES AND BENEFITS	\$	\$	\$
	CONSULTANTS / SUB- CONTRACTING	\$	\$	\$
	GOODS AND SERVICES	\$	\$	\$
	OTHER	\$	\$	\$
	<b>TOTAL M &amp; O</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>MANAGEMENT AND ADMINISTRATION</b>				
	SALARIES AND BENEFITS	\$	\$	\$
	CONSULTANTS / SUB- CONTRACTING	\$	\$	\$
	GOODS AND SERVICES	\$	\$	\$
	OTHER	\$	\$	\$
	<b>TOTAL MGMT &amp; ADMIN</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>EQUIPMENT</b>				
	SALARIES AND BENEFITS	\$	\$	\$
	CONSULTANTS / SUB- CONTRACTING	\$	\$	\$
	GOODS AND SERVICES	\$	\$	\$
	OTHER	\$	\$	\$
	<b>TOTAL EQUIPMENT</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>PROPERTY ACQUISITION</b>				
	FEE SIMPLE ACQUISITION COSTS	\$	\$	\$
	CONSERVATION EASEMENT COSTS	\$	\$	\$
	OTHE ACQUISITION COSTS	\$	\$	\$
	<b>TOTAL ACQUISITION COSTS</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
	<b>TOTAL BUDGET</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>