



ALEA

AQUATIC LANDS ENHANCEMENT ACCOUNT
VOLUNTEER COOPERATIVE GRANT PROGRAM

GRANT APPLICATION GUIDE 2021-2023

- 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.

You must use Adobe Acrobat Reader DC or Adobe Acrobat Pro DC to open the application form. Click here to download Adobe Acrobat Reader DC: <https://get2.adobe.com/reader/>.

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

PROJECT NAME

If utilizing the same project name as a previous submission, add “2021-2023” to the end of the project name.

PAST ALEA PARTICIPATION

Was this project funded with a WDFW ALEA grant in the current 2019-2021 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 are 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 there is a physical address, provide it. If not, provide GPS coordinates.

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

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

List the names of all property owners.

Have you obtained landowner permission to conduct your project there?

You will need written landowner permission prior to initiating project work.

Application Questions and Guidance

PROJECT TYPE

Select one project type that best fits your project.

Choose the project type that best 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/or their habitats.
- **Education** projects communicate information and/or provide hands on experiences that will enhance public understanding of fish, wildlife and their habitats.
- **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

Complete this section using the following headings:

GOALS

Describe your major project goals and how you'll accomplish them.

NEEDS

Describe the needs your project will address (why does it need to be done?) and your motivation for conducting it.

ROLES

Describe the roles of staff, volunteers, contractors and any project partners in implementing the project.

BENEFITS

Describe any expected project benefits to fish, wildlife, habitat and/or the public.

PROJECT TIMELINE

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

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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 (July 2021 - June 2023).
- You need to provide at least one performance measure.
- Performance measures must include a measure of success that relates to the activity or project outcome.
- 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.
- You don't need to include performance measures related to volunteer effort (hours), there is a separate section for that.

Below are 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

The above examples include a measure of success.

Below are examples of unacceptable performance measures:

- Train volunteers to be docents who will 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.

CONSISTENCY WITH WDFW GOALS, POLICES, OBJECTIVES, ETC. OR FISH & WILDLIFE COMMISSION POLICIES

You must cite at least one plan or policy along with a description of how your project is consistent with it (1a, 1b), but you have the option to cite a second.

Cite the WDFW plan or Fish & Wildlife Commission policy your project is consistent with.

Example (if citing a plan): *WDFW 25-Year Strategic Plan, Page 6, "We monitor and manage fin fish populations"*

Example (if citing a F&W Commission policy): *Policy C-7001 Actions and Guidelines to Improve the Conservation of Washington's Diverse Fish and Wildlife Resources*

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Briefly describe how your project is consistent with the above plan or Fish & Wildlife Commission policy.

Example: Our project is consistent with the above statement from the WDFW 25-Year Strategic Plan because we are enumerating returning summer chum in select Hood Canal streams.

Here are links to some WDFW plans and F&W Commission policies:

WDFW 25-Year Strategic Plan:

https://wdfw.wa.gov/sites/default/files/2020-10/2020_strategic_plan_10october2020_final.pdf

21st Century Salmon and Steelhead Initiative: <https://wdfw.wa.gov/publications/00036>

Game Management Plans: <https://wdfw.wa.gov/hunting/management/plans>

Fish and Wildlife Commission policies webpage: <https://wdfw.wa.gov/about/commission/policies>

PRIORITY HABITATS AND SPECIES

See the complete list of Priority Habitats and Species (PHS) here:

<https://wdfw.wa.gov/publications/00165>

Is this project being undertaken to benefit habitats or species identified in WDFW's PHS List?

Check "Yes" if your project has a specific focus on priority habitats or species.

Name of habitat or species

Provide the name as shown in the PHS List

Priority Species Criteria

If there is a priority species criteria listed, provide it. If not, enter "n/a".

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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 for reimbursement. It's available to view or download on the ALEA webpage at: <https://wdfw.wa.gov/species-habitats/habitat-recovery/alea>.

- Include costs that are essential for completing your project.
- Verify prices, rates and get bids when necessary to ensure your costs are accurate.
- Don't include line items for things that would be "nice to have", but aren't essential.
- Don't pad costs.
- Don't list a "miscellaneous" budget line item, we need to know what you intend to purchase.

You will list your project costs in three categories (as applicable): Goods and Services, Travel and Inventoriable Equipment.

A. Goods and Services

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

How to enter Goods and Services costs in the application:

1. 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.
2. 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".
3. List the per unit cost for each item in the "Cost Per" column.

B. Volunteer Travel: Mileage, Per Diem and Lodging.

These costs are eligible for only for volunteers as defined on Page 9. 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 2021-2023 biennium. However, the final amount will be subject to legislative appropriation and won't be finalized until approved in the 2021 legislative session.

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PROJECT BUDGET (CONT'D)

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

Mileage

1. Enter "Volunteer mileage" in the "Item Description" field.
2. Enter an estimate of volunteer miles to be driven in the "Quantity" field.
3. Enter the current mileage rate of \$.56/mile in the "Cost per" field.

Lodging

1. Enter "Lodging" in the "Item Description" field.
2. Enter the estimated number of nights lodging is needed in the "Quantity" field.
3. 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.

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 after Inventoriable Equipment is purchased.

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

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BUDGET NARRATIVE

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

MATCH: IN-KIND/CASH CONTRIBUTIONS

While not a requirement, applicants are encouraged to obtain matching resources to demonstrate a shared commitment to the project.

When listing your match:

- Include cash, goods, or services that will be provided by outside organizations and individuals.
- 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.

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VOLUNTEER CONTRIBUTION

Check the box after reviewing the below criteria:

VOLUNTEER CRITERIA

As it applies to the ALEA Grant Program, 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.
1. In the “Type of volunteer activity” field, describe the type of work volunteers will be doing; for example, salmon spawner surveys, educational presentations, planting native plants, etc.
 2. In the “Volunteer Hours” field, enter the total estimated number of hours that volunteers will be doing that activity.

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

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QUALIFICATIONS

Describe the relevant experience, education and/or training that would qualify you or your organization to conduct this project.

Include brief descriptions of similar projects completed successfully in the past.

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” to the above question, 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?

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

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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 you expect 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 provide your name and date.

Criteria

Projects are scored according to the criteria listed below.

	Points
Consistency with WDFW goals, policies, objectives, or priorities documented in a WDFW approved management or recovery plan or Fish & Wildlife Commission policies	0-20
Benefit to fish, wildlife, habitat and the public 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
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, 2020-February 28, 2021: application period**
- **March 1, 2021– approx. May 10, 2021: ALEA Review Panel evaluation period**
- **By June 1, 2021: applicant notification of funding decisions**