

Conservation Futures Application Guidance 2021 Application Round

1. APPLICATION INSTRUCTIONS

GENERAL INFORMATION

1. Please review this document in full, and see the following guidance at www.kingcounty.gov/CFTapplication:
 - Application Evaluation Criteria
 - Conservation Futures Program Manual
2. All applicants must complete Pages 1 through 6 of the application.
3. Only complete the supplemental forms at the end of the application if they apply to your project:
 - a. *Supplemental Form #1: Match Waiver/Opportunity Area Determination.*
 - i. Only complete this form if you seek a match waiver for an acquisition in a community that has historically been under-served with open space investments.
 - ii. Match waiver applicants must contact Ingrid Lundin to get a data report for the project.
 - iii. Attach two letters showing community support for match waiver projects.
 - b. *Supplemental Form #2: Non-Governmental Applicants.* Only complete this form if you are a non-governmental organization or individual submitting an application.
4. **Applications are due at 4 PM Tuesday, March 2, 2021, submitted in both hard copy and by email:**
 - a. Hard copy submittal: submit 20 copies of the application form and attachments, double-sided, stapled, and three-hole-punched. Send to: Ingrid Lundin, 201 S. Jackson St., Suite 5600, Seattle, WA 98104 (please note our updated mailing address effective January 2021).
 - b. Electronic copy submittal: Email Ingrid.Lundin@kingcounty.gov an electronic copy of application and all attachments. If submitting multiple project applications, please send one email per project.
5. Questions? Visit: www.kingcounty.gov/CFT or contact Ingrid.Lundin@kingcounty.gov, 206-477-4578.

MAP GUIDANCE

1. A site map and a location map are required. One additional attachment will be accepted (e.g., site photo).
2. 8 ½ x 11” paper is preferred; 11 x 17” paper is acceptable if folded and stapled in application.
3. Site Map Guidance:
 - a. Use aerial photo base layer.
 - b. Preferred colors/shading:
 - i. RED OUTLINE: Parcels that are current funding targets in the scope, the parcels you seek to purchase with the requested funds. Label with parcel numbers.
 - ii. YELLOW OUTLINE: Future potential funding targets, not for current funding request.
 - iii. GREEN SHADING: Existing nearby public open spaces. Label park names or ownership.
 - c. Show and label relevant features such as streams and lakes, roads, cities, urban growth boundary.
 - d. If applicable, show location of proposed site development (e.g., parking) or site restoration.
 - e. If applicable, consider showing nearby parcels funded in recent CFT awards which are not yet acquired.
4. Location Map Guidance:
 - a. Show approximately a 2-mile radius around the proposed acquisition.
 - b. Show proposed acquisition targets, public open spaces, regional trails, in colors as described above.
 - c. Show relevant features such as streams and lakes, major roads, cities, urban growth boundary, agricultural or forest production district boundaries.

2. GENERAL CONDITIONS

1. Properties eligible for funding from CFT collections must meet the definitions of open space lands under RCW 84.34.020 and meet one or more of the CFT Application Evaluation Criteria.
2. Project applications may include one or more parcels of land. Proposed acquisitions may include fee simple or less than fee acquisitions such as conservation easements.

3. Future use of the property is restricted to low impact, passive-use recreation, which means that development of facilities to support organized/structured athletic activities such as ballfields, courts, and gyms is not allowed. Small playgrounds for children are allowed, within the 15% non-vegetative impervious surface limit described below, not to exceed 5,000 square feet, and compatible with the other open space values of the property. Future use is further limited to non-motorized use, except as is necessary for the following types of uses (and provided in a way that protects open space resources): maintenance, staging areas, entrance roads, and parking to provide public access.
4. A maximum of 15% of the total surface area of a proposed acquisition project may be developed or maintained with non-vegetative impervious surfaces. Trail surfaces (soft-surface or paved) are not included in the calculation of this restriction. This percentage may be adjusted in instances where the Advisory Committee recommends, and the King County Council determines, that parking or other developed features necessary for the use of the site are required, are compatible with open space resources, and would exceed the 15% limit (e.g., scenic viewpoints).
5. CFT project funds must be expended within two years of approval by King County Council. Unspent funds may be reallocated to a previously approved project or to a new project, unless applicant demonstrates to the Advisory Committee a compelling reason for continuance of CFT funding for the project beyond the two-year limit.

As noted above, there is further program guidance in the Conservation Futures Program Manual available online at www.kingcounty.gov/CFTapplication.

3. MATCHING FUNDS GUIDANCE

Except for projects in opportunity areas as defined in KCC 26.12.003.J and discussed below, a recipient of CFT funding must commit to providing a matching contribution of no less than the amount of CFT funds awarded to the project before conservation futures tax funds are reimbursed. Eligible matching fund sources include:

- Cash
- Land match with a valuation verified by a reviewed appraisal (a property appraisal performed by an independent state-certified real estate appraiser with a current general real estate appraiser license and reviewed by an independent state-certified general real estate appraiser)
- The cash value, excluding King County Conservation Futures contributions, of other open spaces acquired within the previous two years from the date of submittal of the application and not already used as match for CFT projects
- Properties used as land match and cash value of other open space acquisitions should be directly linked to the property under application, and meet conservation futures general conditions.

Projects in opportunity areas may be eligible to receive CFT funds for the entire project cost without providing match dollars. KCC 26.12.003.J establishes two ways by which a property may qualify as being in an opportunity area.

1. The project area meets all three of the following specified criteria:
 - (a) “located in a census tract in which the median household income is in the lowest one-third for median household income for census tracts in King County;
 - (b) “located in a ZIP code in which hospitalization rates for asthma, diabetes, and heart disease are in the highest one-third for ZIP codes in King County; and
 - (c) “is within the Urban Growth Boundary and does not have a publicly owned and accessible park or open space within one-quarter mile of a residence, or is outside the Urban Growth Boundary and does not have a publicly owned and accessible park or open space within two miles of a residence.”
2. Alternatively, a project may qualify if “the project proponent or proponents can demonstrate, and the advisory committee determines, that residents living in the area, or the populations the project is intended to serve, disproportionately experience limited access to public open spaces and experience demonstrated

hardships including, but not limited to, low income, poor health, and social and environmental factors that reflect a lack of conditions for a fair and just society as defined as ‘determinants of equity’ in K.C.C. 2.10.210.”

The CFT Committee will make a determination as to whether the project meets opportunity area criteria and qualifies for a match waiver. The Committee will then determine whether to recommend to King County Council that the project receive a CFT funding award.