2022-2023

Defense Community Compatibility Account (DCCA) Program Application Instructions

Application Window: Monday, Aug. 1 – Thur. Sept. 15, 2022

Question and Answer Window: Monday, Aug. 1 – Wed. Aug. 31, 2022

Program contact information:
Genevieve Dial
gen.dial@commerce.wa.gov
509-675-5508

For more information, visit the Defense Community Compatibility Account webpage.
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APPLICATION PROCESS

Steps to Apply:

STEP 1: Review eligibility guidelines and determine eligibility

STEP 2: Review the application instructions and complete the application form

STEP 3: Prepare all required supplemental materials for a complete application

STEP 4: Review the application checklist in the instructions to ensure all required materials are included

STEP 5: Submit the completed application form and all required supplemental documents as one pdf to the email provided in the application instructions

OPTIONAL: If needed, submit questions to program manager during Q & A window
PART 1: PROGRAM BACKGROUND

Program Purpose

Enacted in the 2019 legislative session, the Defense Community Compatibility Account (DCCA) supports necessary infrastructure and compatibility projects near Washington military installations. The purpose of the account is to provide a funding mechanism for compatible development projects that affect the economy, environment, or quality of life opportunities for local communities.

Program Eligibility

Applicants must be one of the following:

- A local government, federally recognized Indian tribe; or
- An entity that has an agreement with a Washington State military installation under the US Department of Defense (DoD) Readiness and Environmental Protection Integration (REPI) program for purposes to address incompatible development.

All projects must:

- Be located in the state of Washington.
- Support necessary infrastructure near military installations and address incompatible development connected to Washington military installations.
- Address land development and military operations that impact the economy, environment, or quality of life opportunities for local communities.

After the submittal deadline, staff will review applications for eligibility and completeness. Those that do not meet the eligibility standards will not be considered in the evaluation and ranking process.

Non-governmental organizations must provide documentation of their 501 C3 status by submitting a 501cs determination letter and proof of registration with the state of Washington as a nonprofit organization.
Project Solicitation

Commerce is soliciting applications for projects that promote compatible development near military installations in Washington.

**Application window: Aug. 1 – Sept. 15, 2022**

The 2022 application window marks the second program solicitation opportunity since the inception of the DCCA program. Future project solicitations will take place on a biennial basis, allowing future application opportunities. Applicants that choose to reapply will be subject to any new program guidelines developed and a reprioritization process for project list development.

Example Projects

Eligible projects include:

- Acquisition of real property or real property interests to eliminate an existing incompatible use.
- Projects to jointly assist in the recovery or protection of endangered species dependent on military installation property for habitat.
- Projects or programs to increase the availability of housing that is affordable to enlisted military personnel and nonmilitary residents in the local community.
- Projects to retrofit existing uses to increase their compatibility with existing or future military operations.
- Projects to enable local communities heavily dependent on a nearby military installation to diversify the local economy so as to reduce the economic dependence on the military base.
- Projects that aid communities to replace jobs lost in the event of a reduction of the military presence.
- Projects that improve or enhance aspects of the local economy, environment, or quality of life impacted by the presence of military activities.

Appropriations Process

Substitute Senate Bill 5748 created an account in the state treasury to support necessary infrastructure near military installations. The account is not currently funded. Revenues to the account will consist of appropriations by the legislature, private contributions, and all other sources deposited in the account.

The prioritized project list will be submitted to the Legislature in the form of a legislative report in late 2022 for funding consideration. The 2022-23 Legislature will make the final determination as to which
projects, if any, receive DCCA grant funding, and the total amount of funds to be awarded. The Governor must sign the capital budget before an appropriation is legally binding.

Grant awards are contingent upon project list approval and funding allocation by the state legislature.

Grant Award Match/Leveraged Funding

Project applications should include a project budget and budget narrative assumptions. The application form requires the total state, federal, and local funding sources needed to cover total project costs. Local and federal funds used for match must be committed to the same purposes or project as funding awarded from the state DCCA account. Applicants need to provide documentation of the total leveraged matching funds available to support the project from applicant/local and federal sources, including when funding was or is expected to be received. There is not a limit or required percentage of local or federal funds; however, projects will be scored on total amount of leveraged funds available.

Match may include:

- Local or applicant funds
- Federal funds
- In-kind services
- Property acquisition

See Evaluation Category: Leveraged Funding for more details on funding evaluation criteria and required information.
PART 2: APPLICATION PROCESS AND REVIEW

Application Requirements

- Complete the application form, provided separately as a word document, available on the DCCA webpage. Complete all fields and provide the information requested in the application form.

- In addition to the application form, supportive information is required. These application guidelines describe the expectations for submittal relevant to each of the five evaluation categories. See Part 3: The Evaluation and Review Process for more information.

- An application checklist has been provided to help prepare and gather materials. Please refer to this document before submitting the application to ensure application completeness. See Part 4: The Application Checklist, for a complete list of required supplemental documents.

- Applications must be complete and have all required documents at the time of application submittal. Additional information or corrections will NOT be accepted after the deadline, unless specifically requested.

Application Deadlines and Instructions for Submittal

Applications may be received during the application window from Aug. 1 through Sept. 15, 2022. Applications are due by 5 p.m. PST on Sept. 15, 2022.

- The application must be submitted as a single PDF, beginning with the application form. Additional required documents (report excerpts, narrative statements, letters of support, and other required documents) should be scanned and attached in the same order as presented in the application checklist. See Part 4: The Application Checklist, for a complete list of required supplemental documents.

- Include the applicant name and project title on each individual page in the header or footer. Include page numbers.

- Save the document with this file name structure: <Name of Submitting Entity_DCCA_APP>

- Applications must be submitted electronically as an attachment to an email and sent to: gmsgrants@commerce.wa.gov Use the subject line: <Name of Submitting Entity DCCA APP PKG>
Commerce does not assume responsibility for problems with an applicant’s email. If Commerce email is not working, appropriate allowances will be made. Commerce will confirm receipt of emailed applications. Applications should not be mailed in hardcopy or transmitted using facsimile transmission.

**Question and Answer Period**

**Question and Answer Period: Aug. 1 – Aug 31, 2022**

The question and answer period provides an opportunity for applicants to clarify information related to the application and review process.

- A question and answer document, including all questions received, will be provided on the [program webpage](http://www.programwebpage.com) with new questions and answers provided throughout the Q & A period. Questions may be submitted via email to the program manager, Genevieve Dial, at [gen.dial@commerce.wa.gov](mailto:gen.dial@commerce.wa.gov).
PART 3: THE EVALUATION AND REVIEW PROCESS

Evaluation Criteria

Applications will be evaluated based on five categories: Project Scope, Leveraged Funds, Need and Priority, Readiness to Proceed, and Organizational Capacity. In addition to the five evaluation categories listed, applicants may receive up to 15 additional bonus points for meeting specific priorities as stated in SSB 5748. See the Evaluation Bonus Category for more information.

Evaluation Categories

The following information covers the complete list of evaluation categories and the relevant required information needed for an application to be considered complete. Please review this section carefully, as applications submitted without completing all required elements listed below will receive a lower score.

Evaluation Category 1: Project Scope: Up to 10 Points

The project application will be evaluated for the quality of the project scope, considering feasibility of the work plan and project milestone worksheet, description of activities, and the associated timeline. A total of 10 points may be awarded for this evaluation category. See sample work plan and project milestone worksheet below.

- **Project scope description:** The application should include a thorough description of the project, including all essential project components. If the project is meant to be conducted in phases, descriptions of the phase elements and approach are needed.

- **Work plan and project milestone worksheet:** The application must include a project schedule or work plan and project milestone worksheet, complete with expected activities, milestones, and the associated timelines necessary to accomplish the scope of the project.

- **Map of project area:** The application must define the service area and provide maps of the project site or proposed project location.
Example Project Schedule/Work Plan & Project Milestone Worksheet

**Instructions:** Please note this example is for illustrative purposes only. Please use this form as a reference guide for completing a work plan associated with your project. Use the “Other” lines or insert lines for additional tasks. If your project will involve more than one process, insert additional lines for each phase.

<table>
<thead>
<tr>
<th>Activities</th>
<th>Responsible Party</th>
<th>Start Date (MM/YYYY)</th>
<th>End Date (MM/YYYY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Establish administrative management process</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Establish Subrecipient Agreement, if applicable</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Procure professional services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Obtain site control</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Complete cultural/historical resources review</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Complete NEPA/SEPA environmental review</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Complete architectural/engineering design</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Obtain regulatory agency approval (if applicable)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Obtain permits</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prepare bid documents/solicit bids</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Award construction contract</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

-EXAMPLE-
Describe project milestones, indicating when major elements of the project will be conducted and completed.

-EXAMPLE-

<table>
<thead>
<tr>
<th>Milestones</th>
<th>Anticipated Completion Date (MM/YYYY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: Phase one project components complete</td>
<td></td>
</tr>
</tbody>
</table>

Evaluation Category 2: Leveraged Funds: Up to 10 Points

The project application will be evaluated based on the following funding-based categories. A total of 10 points may be awarded.

Match may include:
- Local or applicant funds
- Federal funds
- In-kind services
- Property acquisition
- Planning and design

- Project costs: The application should include estimated project costs, including total DCCA funds requested and the total applicant, local, and federal funds needed to complete the project.

- Project budget: Include a project budget, detailing all funding sources available for the project, reflecting the total leveraged and matching funds available to support the project. The budget should include dates of expected funding awards. Include a budget assumption narrative to further describe the costs and sources associated with the activities listed in the budget template. Cost estimates and other supportive documents are requested to support budget assumptions. An example budget is provided below.

- Leveraged funding and resources: Describe how the project leverages other funding sources and opportunities. List other resources your efforts bring to the project, including other grants, loans, in-kind services, planning and design and property resources. If funding has been secured, application should include offer or award letters and funding agreements. The applicant must describe other resources or funding applied for to support this project. If the applicant is in the process of applying for other grants, include descriptions of funding sources, timeline for potential awards, and total funds requested. There is not a limit or required percentage of local or federal funds; however, projects will be scored on total amount of leveraged funds available.
Example Project Budget

*Instructions*: Please use this form as a reference guide for completing a budget for your project. Example activity costs are provided. Where available, include supporting documentation to support budget activities, such as a detailed third party cost estimate.

-EXAMPLE-

<table>
<thead>
<tr>
<th>Funding Status</th>
<th>Source 1</th>
<th>Source 2</th>
<th>Source 3</th>
<th>Source 4</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are the sources committed?</td>
<td>☐ Yes ☐ No</td>
<td>☐ Yes ☐ No</td>
<td>☐ Yes ☐ No</td>
<td>☐ Yes ☐ No</td>
<td></td>
</tr>
<tr>
<td>If not, give a date when commitment expected.</td>
<td>Estimated DCCA funding</td>
<td>[Name of funding source]</td>
<td>[Name of funding source]</td>
<td>[Name of funding source]</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Activity Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project administration</td>
</tr>
<tr>
<td>Environmental review</td>
</tr>
<tr>
<td>Architectural fees</td>
</tr>
<tr>
<td>Construction costs</td>
</tr>
<tr>
<td>Professional services</td>
</tr>
<tr>
<td>Commercial/Industrial Facility</td>
</tr>
<tr>
<td>Acquisition</td>
</tr>
<tr>
<td>Other:</td>
</tr>
<tr>
<td>Other:</td>
</tr>
</tbody>
</table>

**Totals**

**Project Budget Assumptions**

Explain how you built the budget for the project and derived costs for each activity. Your assumptions should include:

- How this budget is reasonable and appropriate considering the scope, substance, and duration of the proposed project.
- The basis and calculations behind the activity costs. Be detailed and specific.
• Include third party documentation of the costs, such as an engineer’s preliminary cost detail, a cost estimate, etc. If lengthy, these documents can be referenced and included as an attachment in the application.

**Instructions:** Submit budget assumptions in the budget narrative, including notes on the costs and sources associated with the activities to complete the project. Budget assumptions should clearly correspond with and support the amounts listed in the budget.

This is your opportunity to demonstrate you have clearly thought through all financial aspects of the project and have solid rationale for the administration, project and operation costs, and the need for DCCA investment to make the project successful. DCCA staff use this information as a key component in assessing the financial project need. Add pages as needed to complete your assumptions.

Complete the budget narrative below to describe activity costs listed in the budget.

<table>
<thead>
<tr>
<th>Budget Assumption Narrative:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>
Evaluation Category 3: Need and Priority: Up to 10 Points
The project application will be evaluated for demonstrated need and priority based on the following evaluation categories. A total of 10 points may be awarded.

- **Urgency:** Describe the urgency for the project.
- **Local conditions:** Describe relevant local conditions resulting in the need.
- **Need addressed:** Describe how/if the project will take care of part or all of the need? As a result of the project, how long will the need be addressed?
- **Community need:** Describe the community and service area affected.
- **Need and priority documentation:** Provide evidence of the project meeting local priorities. Describe how relevant plans, studies or reports are in alignment with project goals and indicate where in these documents the project is consistent with local goals or recommendations. (Examples include: Comprehensive plan goals, surveys, public outreach efforts, regional and local planning efforts, and capital facilities plans).
- **Local priority:** Describe how the public and key stakeholders were involved in identifying and prioritizing the need.

Evaluation Category 4: Project Readiness: Up to 10 Points
The project will be evaluated for its demonstration of readiness to proceed for a timely and successful completion. A total of 10 points may be awarded.

Due to the wide-range of eligible projects, evidence of project readiness will vary. Provide descriptions and documentation that best supports the type of project submitted. The following categories demonstrate examples of information to be considered when scoring an application for project readiness. Applicant to include all applicable and supportive documentation.

- **Risk assessment and expediency:** Applicant to include a statement describing the due diligence applied to identify issues, consider options, and ensure project success. Statement must also demonstrate an ability to complete the project expediently. For example, is the project ready to proceed? If not, what else must be done? What obstacles/risks might affect the timely and successful completion of this project? Describe your plan for addressing or overcoming these obstacles. Feasibility studies and design schematics or other appropriate documents can be submitted to support this category.

- **Project site control:** Applicant must provide documents demonstrating that the project site is under control, or provide evidence that it will be before contract closing, should the project receive funding. If the project includes water rights or easements, include documents to demonstrate their completion or process. If you do not already have site control, describe how and when it will be secured. Describe where in the acquisition process the project resides. Provide evidence of property owner’s interest to sell, or a property deed. Supportive documents requested to provide evidence of site control.

- **Environmental and cultural resources review:** Applicant should provide documentation to show the status of any required environmental or cultural consultations and permits. List any
permits needed and your status in applying for and obtaining them. Applicant to describe if the project is in accordance with Executive Order 21-02. Provide supportive documents.

- **Permits and Zoning:** Zoning must be appropriate for the proposed project, or the applicant must provide evidence that it will before contract closing should the project receive funding. Include excerpt from zoning code showing zoning code supports project use. If project permits have been identified or obtained, please describe or provide.

- **Project phases:** If applicable, include a description of prior work conducted and/or project phases completed.

**Evaluation Category 5: Organizational Capacity: Up to 10 Points**

The project application will be evaluated for its demonstration of the applicant’s capacity to complete and maintain all project components. The applicant must demonstrate capacity to perform and manage the proposed activities – both during the completion of development and ongoing operations of the project.

A total of 10 points may be awarded, based on the categories below.

- **Project sustainability:** Explain strategy for long-term success of the project.

- **Program management capacity:** The application should list who will be responsible for managing the project and keeping the project on schedule. Further describe how strategic partnerships crucial to project implementation will be managed, and the strategy for maintaining resources necessary to carry-out the project activities. If this project is in partnership with any other organizations, identify the partner(s) and describe roles of each partner.

- **Process management:** Describe the operational, technological, staffing, and other resource assets or needs associated with the project.

**Evaluation Bonus Category: Up to 15 Points**

In addition to meeting the five evaluation categories above, applicants may be awarded additional bonus points for meeting priorities stated in SSB 5748, The Defense Community Compatibility Account, including:

- **BRAC, CUP/JLUS, REPI Recommendation:** Recommendations of the US Department of Defense (DoD) Base Realignment and Closure (BRAC) processes, Compatible Use Plan (CUP)/Joint Land Use Study (JLUS), or other federally initiated land use processes, including the US DoD Readiness and Environmental Protection Integration Program (REPI).

- **Mission viability:** Whether a branch of the US Armed Forces has identified the project as increasing the viability of military installations for current or future missions.
• **Community support:** Application is accompanied by express support from the nonprofit community or neighborhood-based organizations, public development authorities, federally recognized Indian tribes in the State, or other community partners.

**Evaluation Table**

The following evaluation table will be used by individuals on the evaluation team to award points in the following project review categories. Points awarded are based on materials submitted and completeness of information within the application as requested for each evaluation category. Please see the Evaluation Matrix for further information on point award determinations.

<table>
<thead>
<tr>
<th>EVALUATION CATEGORIES</th>
<th>POINTS POSSIBLE</th>
<th>TOTAL POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Scope</td>
<td>0-10 pts</td>
<td></td>
</tr>
<tr>
<td>Leveraged Funding</td>
<td>0-10 pts</td>
<td></td>
</tr>
<tr>
<td>Need and Priority</td>
<td>0-10 pts</td>
<td></td>
</tr>
<tr>
<td>Project Readiness</td>
<td>0-10 pts</td>
<td></td>
</tr>
<tr>
<td>Organizational Capacity</td>
<td>0-10 pts</td>
<td></td>
</tr>
<tr>
<td>TOTAL POINTS</td>
<td>0-50 PTS</td>
<td></td>
</tr>
<tr>
<td>Bonus points</td>
<td>0-15 pts</td>
<td></td>
</tr>
<tr>
<td>TOTAL EVALUATION SCORE</td>
<td>0-65 pts</td>
<td></td>
</tr>
</tbody>
</table>
Evaluation Matrix

The following evaluation matrix will be used by evaluation team members when reviewing applications. Points will be awarded based on the standards described.

<table>
<thead>
<tr>
<th>POINTS</th>
<th>DESCRIPTION</th>
<th>DISCUSSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>8-10</td>
<td>Exceeds Minimum Requirements</td>
<td>The applicant has demonstrated an above-average capability, approach, or solution and has provided a complete description of the capability, approach, or solution, showing superior capability.</td>
</tr>
<tr>
<td>4-7</td>
<td>Meets Minimum Requirements</td>
<td>The applicant has an acceptable capability to meet this criterion and has described its approach in sufficient detail.</td>
</tr>
<tr>
<td>1-3</td>
<td>Below Minimum Requirements</td>
<td>The applicant has established some capability to perform the requirement, but descriptions regarding their approach are not sufficient to demonstrate the applicant will be fully able to meet the requirements.</td>
</tr>
<tr>
<td>0</td>
<td>No Value</td>
<td>The applicant has omitted any discussion of this requirement or the information provided is of no value.</td>
</tr>
</tbody>
</table>

Project Review Team and Evaluation Process

The goal of the evaluation process is to prioritize applications received using fair and unbiased criteria following the recommendations and priorities as established in SSB 5748 for the Defense Community Compatibility Account.

The evaluation team members’ analysis of the applications and accompanying materials provides the basis for establishing a prioritized project list to present to the Legislature for funding consideration. The final project list will be included in a legislative report due in Nov, 2022.

Evaluators award points for each criteria or scored item, based upon their interpretation of the quality and effectiveness of the applicant’s response to each requirement. Their external experience with, or perception of, the application is not a factor in this evaluation. It is important that an evaluator remain consistent throughout the evaluation process to insure a fair competitive evaluation of all of the applications.

The evaluation team will score applications individually and collectively using the program evaluation matrix and scoring framework as described in the program guide. Final scores will be used to determine the priority ranking of projects submitted.
Part 4: Application Checklist

Use this checklist to ensure the application is complete with all required supplemental materials.

GENERAL CHECKLIST

1. Completed application form
   - YES □  NO □
2. Documentation of 501 C3 status and proof of registration with the State of Washington as a nonprofit organization
   - YES □  NO □

CHECKLIST FOR EVALUATION CATEGORY 1: PROJECT SCOPE

1. Work plan & Project Milestone Worksheet
   - YES □  NO □
2. Map defining the service area and the project site or proposed project location
   - YES □  NO □

CHECKLIST FOR EVALUATION CATEGORY 2: LEVERAGED FUNDS

1. Project budget, budget narrative and supportive documents (cost estimate, etc.)
   - YES □  NO □
2. Secured funding documents, if applicable
   - YES □  NO □

CHECKLIST FOR EVALUATION CATEGORY 3: NEED AND PRIORITY (*Include all applicable)

1. Capital facility plan
   - YES □  NO □  N/A □
2. Comprehensive plan
   - YES □  NO □  N/A □
3. Local or regional planning documents
   - YES □  NO □  N/A □
4. Compatible Use Plan (previously Joint land use studies (JLUS))
   - YES □  NO □  N/A □
5. Public outreach results
   - YES □  NO □  N/A □
6. Surveys
   - YES □  NO □  N/A □
7. Data, or other relevant reports
   - YES □  NO □  N/A □

CHECKLIST FOR EVALUATION CATEGORY 4: PROJECT READINESS (*Include all applicable documents)

1. Feasibility studies, topographical surveys, design schematics, or other relevant preparatory documents
   - YES □  NO □  N/A □
2. Documentation of project site control, such as water rights, easements, land acquisition, property deeds, etc.
   - YES □  NO □  N/A □
3. Environmental and cultural resources review documentation and permits
   - YES □  NO □  N/A □
4. Permits and Zoning
   - YES □  NO □  N/A □

CHECKLIST FOR EVALUATION CATEGORY 5: ORGANIZATIONAL CAPACITY

There are no required documents for this category

Bonus Category continued on next page.
### CHECKLIST FOR EVALUATION BONUS CATEGORY

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Documents to demonstrate that the project aligns with recommendations of the US Department of Defense Base Realignment and Closure (BRAC) process, Compatible Use Plan (CUP)/Joint Land Use Study (JLUS), or other federally initiated land use processes, including the US DoD Readiness and Environmental Protection Integration Program (REPI)</td>
<td>□ YES □ NO □ N/A</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Documents demonstrating whether a branch of the US Armed Forces has identified the project as increasing the viability of military installations for current or future missions</td>
<td>□ YES □ NO □ N/A</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Letters of support from the nonprofit community or neighborhood-based organizations, public development authorities, federally recognized Indian tribes in the State, or other community partners</td>
<td>□ YES □ NO □ N/A</td>
<td></td>
</tr>
</tbody>
</table>