

**Thurston County Conservation Futures Program
Administrative Guidelines Summary
December 2018**

Annual Funding Round Guidelines

Note: This section applies to projects approved in the typical annual funding round, and which do not provide mitigation opportunities to Thurston County.

1. The proposed project and applicants must meet the requirements of RCW 84.34.220 and .250 at the time of application deadline (typically the last day in February).
 - a. Nonprofit nature conservancy corporations or associations (nonprofit) include only project proponents who, at the time of application, are registered with the Secretary of State as both a business (UBI) and charity organization, and are registered with the IRS as a non-profit 501(c).
 - b. The nonprofit's Articles of Incorporation must have as "one of its principle purposes...the conducting of natural resources, including but not limited to biological resources, for the general public, or the conserving of open space, including but not limited to wildlife habitat to be utilized as public areas, for the use and enjoyment of the general public." (RCW 84.34.250)
2. All applications must be complete and submitted by the application deadline (the last day in February), or they will be rejected. No additional documentation can be submitted after the application deadline.
3. Project sponsors must disclose any known county, state, or federal land use, building, or health violations on proposed properties. These will be included in a report to the Board.
4. It is the project sponsor's responsibility to be aware of any and all award expiration dates, appraisal deadlines, project timelines, and all other information included in the Thurston County Conservation Futures Administrative Guidelines.
5. Only Yellow Book Appraisals (Uniform Appraisal Standards for Federal Land Acquisitions), less than one year old at the time of approval of the purchase and sale agreement, or the actual purchase, will be acceptable. The appraisal needs to be performed by a state licensed and certified appraiser. The appraised market value of the property must be a point value, rather than a value range.
6. Conservation Futures project sponsors must complete a conservation agreement with Thurston County prior to disbursement of funds for property or easement purchase. It is the project sponsor's responsibility to initiate development of the conservation agreement.
7. Costs associated with the purchase, such as appraisal, survey, environmental assessment, title work, and closing costs, can be included in the Conservation Futures award. Invoices shall be submitted to the County at least three (3) weeks prior to the date of real estate closing.
8. The County reserves the right to deny funds awarded under the Conservation Futures program, due to newly discovered information that materially changes the scoring of a particular project. Denial may occur anytime from the date of application until actual disbursement of funds. In the event that

an award letter is issued and the County subsequently denies funding, the applicant may at the County's discretion be reimbursed for the cost of appraisal, due diligence, and other reasonable costs incurred, except in cases of bad faith.

Mitigation Property Guidelines

Note: This section applies to projects that may provide mitigation opportunities for Thurston County. These projects may be proposed outside the overall Conservation Futures annual funding round.

1. The proposed project and applicants must meet the requirements of RCW 84.34.220 and .250 at the time of application deadline (typically the last day in February).
 - a. Nonprofit nature conservancy corporations or associations (nonprofit) include only project proponents who, at the time of application, are registered with the Secretary of State as both a business (UBI) and charity organization, and are registered with the IRS as a non-profit 501(c).
 - b. The nonprofit's Articles of Incorporation must have as "one of its principle purposes...the conducting of natural resources, including but not limited to biological resources, for the general public, or the conserving of open space, including but not limited to wildlife habitat to be utilized as public areas, for the use and enjoyment of the general public." (RCW 84.34.250)
2. Applicants must file a complete application. If a project sponsor believes a project is eligible to provide compensatory mitigation, they must complete and submit the supplemental application (attached as Appendix B).
3. Project sponsors must disclose any known county, state, or federal land use, building, or health violations on proposed properties. These will be included in a report to the Board.
4. It is the project sponsor's responsibility to be aware of any and all award expiration dates, appraisal deadlines, project timelines, and all other information included in the Thurston County Conservation Futures Administrative Guidelines.
5. Only Yellow Book Appraisals (Uniform Appraisal Standards for Federal Land Acquisitions), less than one year old at the time of approval of the purchase and sale agreement, or the actual purchase, will be acceptable. The appraisal needs to be performed by a state licensed and certified appraiser. The appraised market value of the property must be a point value, rather than a value range. Appraisers for mitigation properties must also be on the current Washington Department of Transportation Fee Appraiser and Review List.
6. Project sponsors will be required to enter into a letter of intent with Thurston County to develop mitigation credits on the subject property.
7. Costs associated with the purchase, such as appraisal, survey, environmental assessment, title work, and closing costs, can be included in the Conservation Futures award.
8. The County reserves the right to deny funds awarded under the Conservation Futures program, due to newly discovered information that materially changes the scoring of a particular project. Denial

may occur anytime from the date of application until actual disbursement of funds. In the event that an award letter is issued and the County subsequently denies funding, the applicant may at the County's discretion be reimbursed for the cost of appraisal, due diligence, and other reasonable costs incurred, except in cases of bad faith."