



Department of Commerce

2019-2020

Defense Community Compatibility Account (DCCA) Program Application Guidelines

Application Window: Tuesday, Sept. 3 - Friday, Nov. 1, 2019

Question and Answer Window: Tuesday, Sept. 3 – Friday, Sept. 27, 2019

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For more information, visit the [Defense Community Compatibility Account](#) webpage.

Table of Contents

APPLICATION PROCESS	3
PART 1: PROGRAM BACKGROUND.....	4
Program Purpose	4
Program Eligibility	4
Project Solicitation	5
Example Projects.....	5
Program Components and Phases	5
Program Implementation Timeline.....	6
Appropriations Process	6
Grant Award Match	7
PART 2: APPLICATION PROCESS AND REVIEW	8
Application Requirements	8
Application Deadlines and Instructions for Submittal	8
Question and Answer Period	9
PART 3: THE EVALUATION AND REVIEW PROCESS.....	10
Evaluation Criteria.....	10
Evaluation Categories	10
Evaluation Category 1: Project Scope: Up to 10 Points	10
Evaluation Category 2: Leveraged Funds: Up to 10 Points	12
Funding Status	13
Are the sources committed?.....	13
Totals	13
Evaluation Category 3: Need and Priority: Up to 10 Points	15
Evaluation Category 4: Project Readiness: Up to 10 Points.....	15
Evaluation Category 5: Organizational Capacity: Up to 10 Points	16
Evaluation Bonus Category: Up to 15 Points	16
Evaluation Table.....	17
Evaluation Matrix.....	18
Project Review Team and Evaluation Process	18
Part 4: Application Checklist.....	19

APPLICATION PROCESS

Steps to Apply:

STEP 1: Review eligibility guidelines and determine eligibility

STEP 2: Review the application guidelines for 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 guidelines 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 guidelines

OPTIONAL: If needed, submit questions to program manager during Q & A window

PART 1: PROGRAM BACKGROUND

Program Purpose

Enacted in the 2019 legislative session, [Substitute Senate Bill 5748](#) creates the Defense Community Compatibility Account (DCCA) to support necessary infrastructure and compatibility projects near Washington military installations. The purpose of the account is to provide funds 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; 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: Sept. 3 – Nov. 1, 2019

The 2019 application window marks the initial program solicitation opportunity, with a call for DCCA pilot projects. 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. See Program Implementation Timeline for more details.

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.

Program Components and Phases

Commerce must provide an initial prioritized project list to the Legislature by Jan. 1, 2020. To meet this deadline, Commerce will implement the Defense Community Compatibility Account in phases.

The first phase includes a call for pilot projects to initiate the program. Starting in 2020, the second phase will roll-out with broader and more extensive program development, including the formation of a stakeholder community advisory commission, additional project scoping and planning, development of permanent objective project ranking criteria, further refinement of ongoing program messaging, additional outreach and engagement efforts, and a new round of project solicitation.

Phase two implements all statutory elements listed in SSB 5748 and will serve as the foundation for program standards going forward. Project application opportunities will take place on a biennial basis.

Additionally, Commerce may adopt rules to implement statutory elements of the program.

Program Implementation Timeline

PHASE 1 PROGRAM TIMELINE				
2019/2020				
AUG	SEPT	OCT	NOV	DEC
LAUNCH PROGRAM, INITIATE OUTREACH	INITIAL APPLICATION WINDOW		EVALUATE & RANK PROJECTS	DRAFT PROJECT LIST REPORT
				INITIAL REPORT DUE JAN. 1, 2020

PHASE 2 PROGRAM TIMELINE							
2020				2021/2022			
SPRING	SUMMER	FALL	WINTER	SPRING	SUMMER	FALL	WINTER
FORM ADVISORY COMMISSION	DEVELOP OBJECTIVE RANKING CRITERIA	CONDUCT ONGOING PROGRAM OUTREACH	SECOND APPLICATION WINDOW	EVALUATE & RANK PROJECTS	HOLD PUBLIC HEARINGS	DRAFT PROJECT LIST REPORT	FINAL REPORT DUE JAN. 1, 2022

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 initial prioritized project list will be submitted to the Legislature in the form of a legislative report by Jan. 1, 2020 for funding consideration. The 2020 Legislature will make the final determination as to which projects, if any, receive DCCA grant funding, and the total amount of funds to be. 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

Substitute Senate Bill 5748 requires that local and federal funds be committed to the same purposes or project as funding awarded from the state account.

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. Applicants also 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.

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 a complete application. 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 Sept. 3 through Nov. 1, 2019.
Applications are due by 5 p.m. on Nov. 1, 2019.

- 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: Sept. 3 - Sept. 27, 2019

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](#) 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.

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:** 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:** Application must include a 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:** Application must define the service area and provide maps of the project site or proposed project location.

Example 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.

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

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

Milestones	Anticipated Completion Date (MM/YYYY)
Example: Phase one project components complete	

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
- **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, and property resources. If funding has been secured, application should include offer or award letters and funding agreements.
- **Project match:** 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.

Example Project Budget

Instructions: Please use this form as a reference guide for completing a budget for your project. Example activity costs are provided. Delete and replace activities not applicable. Use the “Other” lines or insert lines for additional tasks. Use a second copy of this form if you have more than four funding sources. Where available, include supporting documentation to support budget activities, such as a detailed cost estimate.

Funding Status	Source 1	Source 2	Source 3	Source 4	Totals
Are the sources committed?	Estimated DCCA funding	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If not, give a date when commitment expected.		[Name of funding source]			
Activity Costs					
Project administration					
Environmental review					
Architectural fees					
Construction costs					
Professional services					
Commercial/Industrial Facility					
Acquisition					
Other:					
Other:					
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.

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 05-05. Provide supportive documents.

- **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.
- **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 an additional five bonus points for meeting priorities stated in SSB 5748, The Defense Community Compatibility Account, including:

- **BRAC, JLUS, REPI Recommendation:** Recommendations of the recent US Department of Defense (DOD) Base Realignment and Closure (BRAC) processes, 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.

EVALUATION CATEGORIES	POINTS POSSIBLE	TOTAL POINTS
Project Scope	0-10 pts	
Leveraged Funding	0-10 pts	
Need and Priority	0-10 pts	
Project Readiness	0-10 pts	
Organizational Capacity	0-10 pts	
TOTAL POINTS	0-50 PTS	
Bonus points	0-15 pts	
TOTAL EVALUATION SCORE	0-65 pts	

Evaluation Matrix

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

POINTS	DESCRIPTION	DISCUSSION
8-10	Exceeds Minimum Requirements	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.
4-7	Meets Minimum Requirements	The applicant has an acceptable capability to meet this criterion and has described its approach in sufficient detail.
1-3	Below Minimum Requirements	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.
0	No Value	The applicant has omitted any discussion of this requirement or the information provided is of no value.

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 by Jan. 1, 2020.

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	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.	Documentation of 501 C3 status and proof of registration with the State of Washington as a nonprofit organization	<input type="checkbox"/> YES <input type="checkbox"/> NO

CHECKLIST FOR EVALUATION CATEGORY 1: PROJECT SCOPE

1.	Work plan & Project Milestone Worksheet	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.	Map defining the service area and the project site or proposed project location	<input type="checkbox"/> YES <input type="checkbox"/> NO

CHECKLIST FOR EVALUATION CATEGORY 2: LEVERAGED FUNDS

1.	Project budget, budget narrative and supportive documents (cost estimate, etc.)	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.	Secured funding documents, if applicable	<input type="checkbox"/> YES <input type="checkbox"/> NO

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

1.	Capital facility plan	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
2.	Comprehensive plan	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
3.	Local or regional planning documents	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
4.	Joint land use studies	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
5.	Public outreach results	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
6.	Surveys	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
7.	Data, or other relevant reports	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> 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	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
2.	Documentation of project site control, such as water rights, easements, land acquisition, property deeds, etc.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
3.	Environmental and cultural resources review documentation and permits	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
4.	Zoning code	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A

CHECKLIST FOR EVALUATION CATEGORY 5: ORGANIZATIONAL CAPACITY

There are no required documents for this category		
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Bonus Category continued on next page.

CHECKLIST FOR EVALUATION BONUS CATEGORY

1.	Documents to demonstrate that the project aligns with recommendations of the US Department of Defense Base Realignment and Closure (BRAC) process, Joint Land Use Study, or other federally initiated land use processes, including the US DOD Readiness and Environmental Protection Integration Program (REPI)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
2.	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	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
3.	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	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A