Applicant's To-Do List
Boating Infrastructure Grant Program

This to-do list is designed to help applicants prepare and submit a grant application for the Boating Infrastructure Grant Program (BIG).

Grants may be used to develop and renovate public boating facilities targeting recreational boats 26 feet and larger. Funds also may be used to provide information and enhance boater education.

There are two categories in BIG: Tier 1 (state) are for grant requests from $5,000-$191,760 and compete against other projects in Washington State; Tier 2 (national) are for grant requests from $200,001-$1,438,200 and compete against projects throughout the country.

All applicants must submit the information required through PRISM Online, our online project data system. These steps will guide you through the Recreation and Conservation Office (RCO) application process.

Step 1: Applicant Establishes Eligibility

- Eligible Applicants: Municipal subdivisions (cities, towns, counties, and districts: port, park and recreation, public utility, etc.), Native American tribes, qualified nonprofit organizations, qualified private operators, and state agencies.

- First time applicants submit a legal opinion to establish eligibility.

- A "qualified" private operator or nonprofit organization (see also Section 2: Program Policies in *Manual 12, Boating Infrastructure Grant Program*):

  - Is registered with the State of Washington's Secretary of State nonprofit – verify "active" status with Washington's Secretary of State.

  - Has an equivalent successor identified in its articles of organization.

  - Has been active in recreational boating for a minimum of 3 years.

  - Does not require exclusive use of the facilities funded through this program.

  - Does not discriminate on the basis of race, religion, creed, gender, disability, or income.

- o   Provides evidence that its primary purpose or business is recreational boating.

- o   Meets federal eligibility requirements.

Step 2: Applicant Reviews Materials

Review the appropriate Recreation and Conservation Funding Board manuals for this grant program:

- o   *Manual 12*, *Boating Infrastructure Grant Program*
- o   *Manual 4*, *Development Projects*

Step 3: Applicant Begins Application by May 2, 2015

PRISM Data Fields

To begin, go to PRISM Online to access the Application Wizard and select "Get Started/Start New Application." You then will be prompted to fill out several screens of information about your project. On-screen instructions, tool tips, and links are available as you navigate through PRISM.

You must complete all screens in the following sections in the PRISM Online application by May 2, 2015:

- Project details
- Metrics
- Costs
- Application questions
- Project permits
- Attachments – at least one photo (in .jpg format)

You do not need to include any other attachments at this time, and you will not be submitting your application at this time.

Step 4: Applicant Submits an Application by July 1, 2016

PRISM Data Fields

Log into PRISM Online, open your application, and make any revisions necessary. Use the "Check Application for Errors" button on the "Submit" screen to make sure you have completed everything.

PRISM Attachments

There is an "Attachments" screen in the PRISM Online application and you must attach the following documents before you may submit your application. Include the applicant name, project name, and RCO grant number on each attachment. Maps also must include a north arrow, scale, and labels for any major highways, roads, cities, water bodies, etc.

For projects to be evaluated, scored, and ranked for funding consideration, applicants must follow the requirements in the latest federal Notice of Funding Opportunity. This document outlines the required documents and specifies the format and page limits for each. These documents typically include a project statement, responses to evaluation criteria, drawings, maps, photographs, letters of commitment, and other supporting documents.

NOTE: The Notice of Funding Opportunity often is not available until after RCO begins accepting grant applications, and each year the page limits, questions, and other requirements may change. Applicants must work with their RCO grants managers to make sure they have the latest requirements.

- ❑ **Assurances for Construction Programs – 424D** (development projects only). Applicants must provide a signed copy of this federal standard form.

- ❑ **Authorizing Resolution/Application Authorization** to show the application is supported by the elected council or commission, board, or executives of your organization. You must adopt the text verbatim even if you choose to use your own format.

- ❑ **Budget Narrative.** Explain and justify all requested budget items and costs. Demonstrate a clear connection between costs and the proposed project activities. Describe resources you used to develop cost estimates for your project. *Refer to the latest Notice of Funding Opportunity for specific requirements and questions.*

- ❑ **Certification of Applicant Match** to show what amounts and sources of match you have in hand for the project.

- ❑ **Control and Tenure** Documentation (development projects only). Include property ownership information such as a deed, and any applicable lease, easement, or use agreement. See *Manual 4, Development Projects*, for additional details about control and tenure.

- ❑ **Evaluation: Packet Visuals.** Photographs or other graphics such as schematic drawings, renderings, etc. You may submit visuals in a collage style with several images on each page. *Refer to the latest Notice of Funding Opportunity for specific requirements.*

❑ **Evaluation: Project Statement.** Applicants must provide written responses to the questions. Respond to each question individually. *Refer to the latest Notice of Funding Opportunity for specific requirements and questions.*

❑ **Evaluation: Written Criteria Responses**. Applicants must provide written responses to the evaluation criteria. Respond to each question individually. *Refer to the latest Notice of Funding Opportunity for specific requirements and latest criteria.*

❑ **Map: Regional Location.** One, single-sided page that shows the location of the project in a geographic region of the state. The regional map should identify the county, incorporated areas, major highways, and water bodies, etc., so RCO staff and evaluators can locate the general worksite to within a few miles.

❑ **Map: Site Location.** One, single-sided page showing the specific location of the project. This map must show the project in relation to local roads, park or ranger district boundaries, water bodies, landmarks, etc. If possible, show the boundaries of the site on the map.

❑ **Map: Area of Potential Effect** (development projects only) shows the geographic areas where a project may change directly or indirectly the character or use of historic properties or archaeological resources. The map must include a polygon of the entire project area and should show location-identifying features such as section, township, and range. For most projects a topographic base map is most appropriate, though in dense populated urban settings an aerial base map can be used.

❑ **Photograph.** All applications require at least one general project photograph in .jpg format. A current ground shot or aerial view of the project site is appropriate.

❑ **Site Plan: Development Site Plan** (development projects only) to show the proposed improvements at the project site. Development site plans should show site boundaries, major site features, and proposed project elements. Existing and future elements should be distinguished from those in the current project. Master, schematic design, development design, and construction document level plans are suitable for development site plans.

Note that letters and other documented expressions of project support submitted with the application will be made available for advisory committee review. Applicants also may summarize this support when responding to the evaluation questions.

Also note that except for a few protected items, such as cultural resources data or confidential appraisal documents, as soon as you start your application, it and most attachments will be available for review by RCO staff, evaluators, and the public.

Step 4: Technical Review – July 2016

RCO sends your application to the evaluation committee for review. RCO also reviews the application for eligibility, completeness, and clarity and then returns the application with committee feedback, questions, or suggested changes.

Step 5: Re-Submit Application by Technical Completion Deadline August, 2016

❑ Applicants address issues raised during technical review and make modifications, if needed.

❑ Applicants must complete all revisions and underline resubmit the application in PRISM Online by the technical completion deadline or the application will be deemed ineligible.

Step 6: Evaluations – August 2016

Evaluators will rank project proposals using the criteria established by the U.S. Fish and Wildlife Service (USFWS).

Tier 1, State – The RCO-appointed Boating Programs Advisory Committee will review and evaluate projects to provide a ranked list for consideration. RCO's director will approve the final list of projects to be sent to the federal government for funding consideration.

Tier 2, National – RCO's director will approve the list of Tier 2 proposals to be sent to the U.S. Fish and Wildlife Service without state evaluation. Once the U.S. Fish and Wildlife Service's regional office accepts an application, it is sent to the National Review Panel. The panel scores and ranks projects and submits a funding recommendation to the U.S. Fish and Wildlife Service director, who makes the final funding decision.

RCO then announces the results of the evaluation and posts the preliminary ranked lists on its [Web Site](#).

Step 7: Applicants Submit Pre-Agreement Materials

❑ Applicants provide any other requested pre-agreement materials as required by RCO or U.S. Fish and Wildlife Service.

Step 8: Grants Awarded and RCO Issues Agreements – 2017

• The U.S. Fish and Wildlife Service approves the grant awards and notifies RCO.

• RCO works with the applicant to execute a project agreement before work begins.

• Applicants review other [RCO policy manuals](#):

- o *Manual 7, Funded Projects*

- o *Manual 8, Reimbursements*

- Applicant participates in a Successful Applicant Webinar; then completes the project.