

# Applicant's To-Do List

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## Washington Wildlife and Recreation Program Critical Habitat Category

This to-do list is designed to help you prepare and submit a grant application for the Washington Wildlife and Recreation Program's Critical Habitat Category.

*Grants may be used to acquire, create, or enhance habitat for wildlife.*

You 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: Washington State Parks and Recreation Commission and the Washington State Departments of Enterprise Services, Fish and Wildlife, and Natural Resources; and cities, counties, towns, federally recognized Native American tribes, special purpose districts, or other political subdivisions of the state providing services to less than the entire state if legally authorized to acquire and develop public open space, habitat, farmland, riparian habitat, or recreation facilities.
- If you are a first-time applicant, submit a legal opinion to establish eligibility.
- Each applicant submits a plan. **Completed comprehensive habitat conservation plans are due March 2, 2016.** See [Manual 2, Planning Policies and Guidelines](#) and [RCO Planning Requirements](#). For RCO purposes, plans are good for 6 years, so you already may have a plan on file establishing your eligibility.

### Step 2: Applicant Reviews Materials

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

- [Manual 10b](#), *Washington Wildlife and Recreation Program, Habitat Conservation Account and Riparian Protection Account*
- [Manual 3](#), *Acquisition Projects*

- [Manual 4](#), *Development Projects*
- [Manual 5](#), *Restoration Projects*

## Step 3: Applicant Submits an Application by May 2, 2016

### PRISM Data Fields

PRISM will open in mid-February to start your application. 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.

### 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. If the project includes any combination of acquisition, development, or restoration, you must attach the documents required for all project types.

- [Authorizing Resolution/Application Authorization](#) shows 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.
- Control and Tenure Documentation** (development or restoration projects only). For properties you already own or have control over, include property ownership information, such as a deed, and all applicable leases, easements, and use agreements. See *Manual 4, Development Projects*, for additional details about control and tenure.
- Environmental Benefits Statement.** Provide a statement on the environmental benefits of the project.
  - The statement must not exceed one, single-sided page.
  - It should be typed, using single-spacing, on white, 8½ x 11-inch paper, with 1-inch margins.
  - Use a regular typeface, such as Arial or Times Roman, 12-point size.
  - Include the applicant name, project name and number, and date written.

- ❑ **Expanded Project Description.** *In addition to the standard PRISM description, you must provide detailed descriptions of your projects. Key information you need to include: How many acres are you purchasing; how does this fit into a phased purchase (if applicable); explain the type of habitat (core habitat, buffer, etc.); significance and characteristics of the property; past successes with securing habitat in this area; etc. You may want to use the evaluation criteria as a basis for your expanded description.*
  - The description must not exceed three, single-sided pages.
  - Pages should be typed, using single-spacing, on white, 8½ x 11-inch paper, with 1-inch margins.
  - Use a regular typeface, such as Arial or Times Roman, 12-point size.
  - In the header of each page, include the applicant name, project name and number, and date written.
  
- ❑ **Landowner Acknowledgement Form** (acquisition projects only). You must demonstrate that the landowner is aware of your interest in purchasing his/her property. There are several options to meet this requirement (see Section 3: Application Requirements in *Manual 3, Acquisition Projects*).
  
- ❑ **Local Jurisdiction Review for Acquisition Projects** (acquisition projects only). You must give the county commission or city council with jurisdiction over the project area an opportunity to review the grant application. Attach documentation demonstrating that you have met this requirement (see Section 3: Application Requirements in *Manual 3, Acquisition Projects*). For applicants acquiring property within their own jurisdictions, the authorizing resolution meets this requirement for notice.
  
- ❑ **Map: Area of Potential Effect** 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.
  
- ❑ **Map: Parcel Map** (acquisition projects only) shows the parcels to be acquired in the scope of work as well as adjacent land ownership. Show the parcels in relation to local roads, landmarks, etc.
  
- ❑ **Map: Population Proximity.** Depict on a map 1) your project boundary or your geographic envelope and 2) the nearest city or town limits or urban growth area boundary. If your project is not within the city/town limits or urban growth boundary, draw a straight line, measure and record on the map the shortest distance in miles “as

the crow flies” between 1 and 2 above. Include a scale and legend on the map for reference.

- ❑ **Photograph.** Every application requires 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) shows 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, design development, and construction document level plans are suitable for development site plans.
- ❑ **Site Plan: Restoration Site Plan** (restoration projects only) shows the restoration activities to take place on the project site. Existing and future restored areas should be distinguished from those in the proposed project scope.
- ❑ **Species with Special Status Table.** List each species, community, or habitat type with special status present on the property or in the work site. Include the occurrence, status and source, and the property or work sites where each species occurs. Further details are in the evaluation criteria (please see the grant program manual).

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 in their presentations for technical review and evaluation.

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 – May 25, 2016**

You will present your project to the advisory committee. Participation in this in-person technical review is not required but is highly recommended. It serves as a practice session for the upcoming evaluation and gives you valuable feedback. The focus of review is on eligibility and the technical aspects (scope, design, cost, feasibility, etc.) of your project.

- Prepare a PowerPoint presentation responding to the evaluation criteria in *Manual 10b*. Note that handouts or other materials will not be permitted. See [Developing a PowerPoint Presentation for Grant Applications](#) for more information.
- RCO will schedule a time for you to make a presentation to the evaluation team.
- Attach your PowerPoint presentation to PRISM Online at least 3 days before the scheduled review meeting.

- Present your project to the advisory committee. You will have up to 20 minutes to present your project.
- Committee members provide feedback and make suggestions about changes needed to improve your project and presentation.

RCO staff also will review your application for eligibility, completeness, and clarity, and return the application with questions or suggested changes.

### Step 5: Re-Submit Application by Technical Completion Deadline July 15, 2016

- Address issues raised during technical review and make modifications, if needed.
- Complete all revisions and resubmit the application in PRISM Online by the technical completion deadline or your application will be deemed ineligible.
- For multi-site acquisition projects only:
  - **Map: Multi-site Acquisition.** Identify all parcels being considered for acquisition. Proposed parcels should be contiguous with one another or contiguous with property currently protected through public or nonprofit ownership. Parcels may be non-contiguous if applicants can demonstrate in their acquisition strategies that acquiring land anywhere within the geographic envelopes will achieve the goals of the projects. Show the parcels in relation to political subdivisions, roads, landmarks, other protected property, etc.

*OR*

- **Map: Geographic Envelope.** If identifying specific parcels would create a hardship for targeted landowners or would jeopardize potential acquisitions, applicants instead may identify geographic envelopes containing all parcels under consideration. Proposed parcels should be contiguous with one another or contiguous with property currently protected through public or nonprofit ownership. Parcels may be non-contiguous if applicants can demonstrate in their acquisition strategies that acquiring land anywhere within the geographic envelopes will achieve the goals of the projects. Show the geographic envelope in relation to political subdivisions, roads, landmarks, other protected property, etc.

*AND*

- **Acquisition Strategy.** Provide a written acquisition strategy. The strategy should describe how the applicant will approach selecting parcels to pursue and what will be done if negotiations are not successful. The acquisition strategy should be based on factors such as ecological significance, threat, access, land management

issues, real estate issues, degree of completion of the sites, location of parcels previously acquired, and landowners.

- The strategy must not exceed two, single-sided pages.
- It should be typed, using single-spacing, on white, 8½ x 11-inch paper, with 1-inch margins.
- Use a regular typeface, such as Arial or Times Roman, 12-point size.
- Include the applicant name, project name and number, and date written.

### **Step 6: Project Evaluation and Preliminary Ranked List – August 18, 2016**

Your participation in the project evaluation meeting is mandatory for all projects considered for funding. All presentations are given in-person in Olympia.

- Prepare (or update from technical review) a PowerPoint presentation responding to the evaluation criteria found in the program Manual 10b. Respond to the criteria in order. Note that handouts or other materials will not be permitted.
- RCO will schedule time for you to make a presentation to the evaluation team.
- Attach your PowerPoint presentation and presentation notes to your application in PRISM Online at least 3 days before the scheduled evaluation.
- Present your project to the evaluation team. You will have up to 20 minutes to present your project.
- Evaluators may ask clarifying questions and will score your project using the board adopted evaluation criteria.

RCO staff tabulates the results and shares the preliminary ranked list with the advisory committee to validate the results, establish the committee's funding recommendation, and discuss any proposed process or policy changes. RCO then announces the results of the evaluation and posts the preliminary ranked lists on its [Web Site](#).

RCO staff present the preliminary ranked list to the Recreation and Conservation Funding Board for final approval and inclusion with the board's recommendation to the Governor and the Legislature.

### **Step 7: Applicants Submit Pre-Agreement Materials – May 1, 2017**

- ❑ Provide a [Certification of Applicant Match](#) to show what amounts and sources of match you have in hand for the project. Attach this document to your application in PRISM

Online. This must be provided at least 1 calendar month before the board funding meeting per Washington Administrative Code 286.

- Provide any other requested pre-agreement materials as required by RCO.

### **Step 8: Board Awards Grants and RCO Issues Agreements – after July 1, 2017**

- The board approves grant funding after the Legislature adopts a budget.
- RCO works with you to execute a project agreement before work begins.
- You review other [RCO policy manuals](#):
  - *Manual 7, Long-term Obligations*
  - *Manual 8, Reimbursements*
- You attend a Successful Applicant Webinar; then complete your project.