Applicant's To-Do List

Washington Wildlife and Recreation Program State Lands Development Category

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

Grants may be used by the Department of Fish and Wildlife and the Department of Natural Resources to develop or renovate state recreation lands.

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

- Only the Department of Fish and Wildlife and the Department of Natural Resources are eligible to apply in this category.

- Each applicant submits a plan. **Completed plans are due March 1, 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 10a, Washington Wildlife and Recreation Program, Outdoor Recreation Account*

- *Manual 4, Development 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 acquisition and development, you must attach the documents required for both 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 projects only). 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.

- ❑ **Evaluation: Packet Visuals**. Up to two pages of photographs or other graphics such as schematic drawings, renderings, etc. You may submit visuals in a collage style with several images on each page.

- ❑ **Evaluation: Written Criteria Responses**. Applicants must provide written responses to the evaluation criteria (please see the grant program manual 10a).

  The format for your responses is as follows:

  - o The total of all evaluation responses must not exceed <u>four, single-sided pages</u>.
  - o Use white, 8½ x 11-inch paper, with 1-inch margins.
  - o Use a regular typeface, such as Arial or Times Roman, 12-point size.
  - o In the header of each page, include the applicant name, project name, and the date written.
  - o Respond to each question in order.
  - o For each question, print the question's number, followed by the question, and then your written response. Each question must have its own separate answer.
  - o Do not respond to the population proximity criteria. RCO will score this based on other information or information submitted with the application.

- ❑ **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 densely populated urban settings an aerial base map may be used.

- ❑ **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.

- ❑ **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 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.

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 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 July 8, 2016

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

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

Step 6: Evaluators Score Projects and Preliminary Ranked List – August 5-26, 2016

RCO provides the advisory committee the applications for review and evaluation. Evaluators are typically given 3 to 4 weeks to score the projects.

RCO staff tabulates the results and meets 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 <u>preliminary</u> 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

- Applicants provide a [Certification of Applicant Match](#) to show what amounts and sources of match they 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.

- Applicants 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](#):

  o *Manual 7, Long-Term Obligations*

  o *Manual 8, Reimbursements*

- You attend a Successful Applicant Webinar; then complete your project.