Applicant's To-Do List

Washington Wildlife and Recreation Program Trails Category

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

> *Grants may be used to acquire, develop, or renovate non-motorized pedestrian, equestrian, bicycle, or cross-country ski trails.*

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: Cities, counties, towns; federally recognized Native American tribes; Washington State Departments of Enterprise Services, Fish and Wildlife, and Natural Resources; the Washington State Parks and Recreation Commission; and special purpose districts, port 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 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 10a, Washington Wildlife and Recreation Program, Outdoor Recreation Account*

- *Manual 3, Acquisition Projects*

- *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.

- ❑ **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). Applicants 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 jurisdiction, 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 densely 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: Trail and/or Facility Map. Up to two, single-sided pages showing the geographic scope and extent of the project including the trails and trail systems, or the facilities (such as campgrounds and trailheads), and/or features (peak, lake, river) that a typical user would expect to experience.
- ❑ **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: Conceptual Site Plan** (acquisition projects only) provides a visual diagram of the intended future use and development of the property.
- ❑ **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.

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 17-18, 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 10a*. 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 15 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 8, 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.

Step 6: Project Evaluation and Preliminary Ranked List – August 9-10, 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 Manual 10a. 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 15 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 presents 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.

- Review other RCO policy manuals:

    - *Manual 7, Long-term Obligations*

    - *Manual 8, Reimbursements*

- Attend a Successful Applicant Webinar; then complete your project.