Applicant's To-Do List

Aquatic Lands Enhancement Account

This to-do list is designed to help you prepare and submit a grant application for the Aquatic Lands Enhancement Account.

Grants may be used to acquire, restore or improve aquatic lands for public purposes. Grants may be used to provide for or improve public access to those lands and associated waters.

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: Divisions of local or state government, as well as Native American tribes, if legally authorized to acquire and develop public open space, habitat, or recreation lands.

- If you are a first-time applicant, submit a legal opinion to establish eligibility.

- ALL projects must be associated with navigable waters of the state as defined by Washington Administrative Code 332-30-106, Revised Code of Washington 79.105, and Article 17 of the State Constitution.

Step 2: Applicant Reviews Materials

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

- *Manual 21, Aquatic Lands Enhancement Account*

- *Manual 3, Acquisition Projects*

- *Manual 4, Development Projects*

- *Manual 5, Restoration Projects*

Applicants who are required to plan under the Growth Management Act (Revised Code of Washington 36.70A), should consult their organization's planning department or contact the

Washington State Department of Commerce's Growth Management Services to determine their compliance status with the Growth Management Act. RCO uses information reported by the Department of Commerce in scoring. Applicants in compliance receive a zero (0) score on the question; out of compliance status results in a minus one (-1) score. If your organization is out of compliance, this advance inquiry may give you time to change your status before the technical completion deadline.

Step 3: Applicant Submits an Application by May 1, 2018

PRISM Online Application

PRISM will be open in 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 relevant project types.

- ❑ **Authorizing Resolution/Application Authorization** (due by the technical completion deadline) 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, planning, and restoration 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)*.

- ❑ **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: Boundary Map Draft** (restoration projects only) shows the extent of the site covered by the grant agreement. The map is used by RCO and the sponsor to ensure compliance with provisions in the project agreement. Factors to consider when establishing boundary maps include: project scope, a complete recreation or public access experience, site management unit or area, and past RCO grant assistance at the site. See *Manual 4, Development Projects*, for additional details and boundary map requirements.

❑ **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. Include the county parcel numbers 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: Conceptual Site Plan** (acquisition and planning 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.

❑ **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.

Note that letters and other documented expressions of project support or concern submitted with the application will be made available for advisory committee review. Applicants should also summarize this in their presentations for technical review and evaluation. **All letters must be combined into one PDF and attached to the project in PRISM.**

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 30-June 1, 2018

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 the program Manual 21. Note that handouts or other materials will not be permitted. See *Guidance for Developing PowerPoint Presentations* 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 business days before the scheduled review meeting.

- Present your project to the advisory committee. Technical review sessions for this category are 30 minutes long. You will have up to 20 minutes to present your project. The remaining 10 minutes are reserved for questions by the advisory committee.

- 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: Resubmit Application by Technical Completion Deadline July 6, 2018

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

- ❑ **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.

- ❑ 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 20-21, 2018

Your participation in the project evaluation meeting is mandatory for all projects being 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 21. Respond to the criteria in order. Note: 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 <u>at least 3 business days before</u> the scheduled evaluation.

- Present your project to the evaluation team. Evaluation sessions for this category are 30 minutes long. You will have up to 20 minutes to present your project. The remaining 10 minutes are reserved for questions and deliberation by the advisory committee

- 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, 2019

- ❑ 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.

- ❑ If a combination project, you must secure the property at least 1 month before the board considers approving funding (see *Manual 3*).

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

Step 8: Board Awards Grants and RCO Issues Agreements–after July 1, 2019

- 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.