

Applicant's To-Do List

Washington Wildlife and Recreation Program Forestland Preservation Program

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

Grants may be used for the acquisition of development rights on working forestlands in Washington to ensure the lands remain available for the growth and harvest of timber for commercial purposes. Restoration of wildlife habitat in those protected forests is a secondary goal of the forestland program.

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, nonprofit nature conservancy, and the Washington State Conservation Commission.
- If you are a first-time applicant, submit a legal opinion to establish eligibility.
- Nonprofit, nature conservancies must meet all of the following eligibility requirements:
 - Be registered in the State of Washington as a nonprofit corporation as defined by Chapter 24.03 Revised Code of Washington AND meet the definition for a nonprofit conservancy in Revised Code of Washington 84.34.250.
 - Demonstrate at least 3 years actively managing projects relevant to the types of projects eligible for funding in the forestland preservation category. "Actively managing projects" means performing the tasks necessary to manage an on-the-ground forestland project, such as negotiating for acquisition of property rights, closing on an acquisition, developing and implementing management plans, designing and implementing projects, securing and managing the necessary funds regardless of fund source, and other tasks.
 - Demonstrate a proven ability to draft, acquire, monitor, enforce, and defend conservation easements.

- Nonprofit applicants must provide a copy of their Articles of Incorporation and bylaws. Please e-mail these documents directly to your RCO grants manager.

Step 2: Applicant Reviews Materials

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

- [Manual 10c](#), *Washington Wildlife and Recreation Program, Forestland Preservation Program*
- [Manual 3](#), *Acquisition Projects*
- [Manual 5](#), *Restoration Projects*

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

PRISM Online Application

PRISM will 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 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.
- Landowner Acknowledgement Form.** 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 and Conferral.** You must review the proposed project application and confer with the county or city with jurisdiction over the project area. Attach documentation demonstrating that you have begun this process (see Section 3: Application Requirements in *Manual 3, Acquisition Projects*). A sample letter is available in the [Acquisition Project Toolkit for Grant Sponsors](#) on our Web site. For applicants acquiring property within their own jurisdictions, the authorizing resolution meets this requirement.
- ❑ **Map: Area of Potential Effect** (for projects with restoration components 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 densely populated urban settings an aerial base map may be used.
- ❑ **Map: Parcel Map** Shows the parcels to be acquired in the scope of work as well as adjacent landownership. Show the parcels in relation to local roadways, landmarks, etc. Include the county parcel numbers on the map.
- ❑ **Property Designation** Attach a written notice from the county assessor, a current property tax notice, or a recent title report for all parcels identified in the application that documents county designation as either timberland or forestland.

If a parcel is not designated as timberland or forestland by the application due date, an applicant must seek an informal or preliminary determination from the county assessor that the parcel could be designated as timberland or forestland. Acceptable documentation is a letter from the county assessor or the county assessor's approval of an application for designation.

- ❑ **Timber Management Plan** Attach a county-approved timber management plan, if the plan is a requirement of the county's tax program.
- ❑ **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: Restoration Site Plan** (For combination acquisition and restoration projects only) show 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 also should 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 16-17, 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 Manual 10c. Respond to the criteria in order. 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 business days before the scheduled review meeting.
- Present your project to the advisory committee. Technical review sessions for this program 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: Re-Submit 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.
- Local Jurisdiction Review and Conferral.** Attach documentation demonstrating that you have completed this process (see Section 3: Application Requirements in Manual 3, Acquisition Projects). A sample form is available in the [Acquisition Project Toolkit for Grant Sponsors](#) on our Web site. For applicants acquiring property within their own jurisdictions, authorizing resolutions meet this requirement.

- ❑ 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–August 22-23, 2018

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 10c. 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 business days before the scheduled evaluation.
- Present your project to the evaluation team. Evaluation sessions for this program 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.
- ❑ 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 authorizes funding.

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