Applicant's To-Do List

Nonhighway and Off-Road Vehicle Activities Program–Education and Enforcement Category

This to-do list is designed to help you prepare and submit a grant application for the Nonhighway and Off-road Vehicle Activities Program (NOVA)–Education and Enforcement Category.

Grants may be used to support the provision of quality opportunities for NOVA recreationists–opportunities that protect user needs, are environmentally responsible, and minimize conflict between users. Funding is intended to encourage responsible recreational behaviors through positive management techniques.

You must submit the information required through our online project data system, PRISM Online. These steps will guide you through the Recreation and Conservation Office (RCO) application process.

Step 1: Applicant Establishes Eligibility

Eligible Applicants: counties, federal agencies, municipalities, Native American tribes, state agencies, and eligible off-road vehicle nonprofit organizations.

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

❑ If you are a nonprofit, you must verify eligibility (also see Section 2: Program Policies in *Manual 13, Nonhighway and Off-road Vehicle Activities Program: Education and Enforcement*):

   o Registered with the State of Washington as a nonprofit. Verify "active" status with Washington's Secretary of State.

   o Will name a successor as required by state law.

   o Has been active in trail-related activities for at least 3 years.

   o Does not discriminate on the basis of age, disability, gender, income, race, religion.

- o Nonprofit applicants must provide a copy of their Articles of Incorporation and By-Laws. 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 program: *Manual 13, Nonhighway and Off-road Vehicle Activities Program–Education and Enforcement Category*

- Review the grant program schedule.

Step 3: Application Started By October 1, 2018

PRISM Online Application

PRISM will open in August 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.

Please start your application by completing all screens in the Project Details section in the PRISM Online application by October 1, 2018:

- Project Details

    - o Project Description

    - o Parties

    - o Contacts

    - o Program and Project Type

    - o Worksites and Properties

    - o Worksite Map and Description

    - o Property Details

PRISM Attachments

There is an "Attachments" screen in the PRISM Online application and you must attach the documents below 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.

- ❑ **[Authorizing Resolution/Application Authorization](#)** (due by the technical completion deadline) to show the application is authorized and 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.

- ❑ **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**. You must provide written responses to the evaluation criteria (please see the grant program manual).

  The format for your responses is as follows:

  - o The total of all evaluation responses must not exceed three, single-sided pages.

  - 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 Matching Shares criteria. RCO will score this based on other information, or information submitted with the application.

- ❑ **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.

❑ **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. The maps should show the complete area to be patrolled or maintained.

❑ **Photograph.** All applications require at least one general project photograph in .jpg format. A current ground shot or aerial view of the project site is appropriate.

❑ **Project Support/Concern Documents.** Letters and other documented expressions of project support or concern submitted with the application will be made available for advisory committee review. You also should summarize this when responding to the Project Support Evaluation question. **Please combine all letters into one PDF and attach to the project in PRISM.**

Along with some of the PRISM application information, the following attachments (from the list above) will be provided to the advisory committee for evaluation:

- Evaluation: Written Criteria Responses

- Maps: Regional, Site, Trail/Facility

- Site Plan

- Evaluation: Packet Visuals

- Project Support/Concern Documents

Also note that except for a few protected items, such as cultural resources data, as soon as you start your application, it and most attachments will be available for review by RCO staff, evaluators, and the public.

Step 5: Technical Review November 2-30, 2018

RCO staff reviews the application for eligibility, completeness, and clarity and then returns the application with committee feedback, questions, or suggested changes.

Step 6: Re-Submit Application by Technical Completion Deadline January 4, 2019

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

- **[Authorizing Resolution/Application Authorization](#)** to show the application is authorized and 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 <u>resubmit</u> the application in PRISM Online by the technical completion deadline or the application will be deemed ineligible.

Step 7: Evaluators Score Projects January 28 to February 25, 2019

- RCO provides the advisory committee with the applications for review and evaluation. Evaluators are typically given about 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 [preliminary ranked lists](#) on its Web Site.

Step 8: Applicants Submit Pre-Agreement Materials April-May 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.

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

Step 9: Board Awards Grants and RCO Issues Agreements after July 1, 2019

The Recreation and Conservation Funding 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](#) online:

  o *Manual 7, Long-term Obligations*

  o *Manual 8, Reimbursements*

- Review the online Successful Applicant Webinar presentations; then implement your project.