

Applicant's To-Do List

Nonhighway and Off-Road Vehicle Activities Program

Nonhighway Road • Nonmotorized • Off-Road Vehicle Categories

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)–Nonhighway Road (NHR), Nonmotorized (NM), and Off-Road Vehicle (ORV) categories.

Grants may be used to:

- *Serve people who, for the most part, recreate on or adjacent to nonhighway roads (nonhighway road)*
- *Serve people who access trail-related activities via a nonhighway road for uses such as bicycling, cross-country skiing, hiking, horseback riding, or snow shoeing (nonmotorized)*
- *Serve people who use ORVs for recreation including but not limited to riding an all-terrain vehicle, four-wheel drive vehicle, or motorcycle (ORV)*

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 ORV nonprofit organizations.

- If you are a first-time applicant, submit a legal opinion to establish eligibility.
- If you are a nonprofit, verify eligibility (also see Section 2: Program Policies in [Manual 14, Nonhighway and Off-road Vehicle Activities Program](#)):
 - Registered with the State of Washington as a nonprofit. Verify "active" status Washington's [Secretary of State](#).
 - Will name a successor as required by state law.

- Has been active in trail-related activities for at least 3 years.
 - Does not discriminate on the basis of age, disability, gender, income, race, religion.
 - 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.
- ❑ For acquisition, development, and planning projects only, submit a plan. **Completed plans were due March 1, 2018**–[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 14, Nonhighway and Off-Road Vehicle Activities Program](#): Nonhighway Road, Nonmotorized and Off-Road Vehicle categories
 - [Manual 3, Acquisition Projects](#)
 - [Manual 4, Development Projects](#)
- Review the grant [program schedule](#).

Applicants who are required to plan under the Growth Management Act (Revised Code of Washington 36.70A), should consult their organizations' planning department or contact the Washington State Department of Commerce's [Growth Management Services](#), to determine their compliance status with the Act. RCO uses information reported by the Department of Commerce in evaluation scoring. Applicants in compliance receive no score on the question; out of compliance status results in a minus one score. If your organization is out of compliance, this advance inquiry may give you time to change your status prior to the technical completion deadline.

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
 - Project Description
 - Parties
 - Contacts
 - Program and Project Type
 - Worksites and Properties
 - Worksite Map and Description
 - Property Details

Step 4: Applicant Submits an Application by November 1, 2018

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. If the project includes acquisition and development, you must attach the documents required for both project types.

- [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.
- Control and Tenure Documentation** (development, maintenance, and planning 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** to show 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: Boundary Map–Draft** (development projects only) shows the extent of the site covered by the grant agreement, and should include the footprint of the project scope/area plus additional property necessary to make a complete recreational experience, e.g. access, parking, pathways. 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) to show the parcels to be acquired in the scope of work as well as adjacent land ownership. Show the parcels in relation to local roadways, landmarks, etc. Include the county parcel number(s) on the map.
- ❑ **Map: Population Proximity** to show the project location in relation to nearest city limits with a population of 25,000 or more. Indicate on the map the number of miles (in a straight line) between the two. The population proximity map is used to score one of the evaluation criteria.
- ❑ **Map: Trail and/or Facility Map** (development, maintenance, and planning projects only). 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.** 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.
- ❑ **Preliminary Title Report** (acquisition projects only). This report helps RCO determine whether the property meets the eligibility criteria for grant funding.
- ❑ **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) to show the proposed improvements at the project site. Development site plans should show site boundaries, major site features, and proposed scope of work elements. If applicable, 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 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 into one PDF and attach 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 5: Technical Review November 2 to December 21, 2018

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

Step 6: Re-Submit Application by Technical Completion Deadline January 18, 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 resubmit the application in PRISM Online by the technical completion deadline or your application will be deemed ineligible.

Step 7: Project Evaluation February 25 to March 1, 2019

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 14. Note that handouts or other materials will not be permitted.

Request a time during the evaluation meeting for you to make a presentation to the advisory committee.

- 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 advisory committee. Evaluation sessions for these categories are 20 minutes in length. You will have up to 12 minutes to present your project. The

remaining 8 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.

Step 8: Applicants Submit Pre-Agreement Materials May 1, 2019

- Provide a [Certification of Applicant](#) 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 (e.g. environmental clearance, project schedule) 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.

- Review [other RCO policy manuals](#):
 - Manual 7, Long-term Obligations
 - *Manual 8, Reimbursements*
- Review the online Successful Applicant Webinar presentations; then implement your project.

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