Applicant's To-Do List

Recreational Trails Program

This to-do list is designed to help applicants prepare and submit a grant application for the Recreational Trails Program (RTP).

> *Grants may be used to reduce the backlog of deferred maintenance on recreational trails that provide a backcountry experience for trail-related facilities for both non-motorized and motorized trail uses. Under limited circumstances, new "linking" trails, relocations, and education proposals also are eligible.*

You must submit the information required through the online project data system, Prism Online (www.rco.wa.gov/prism_app/about_prism.shtml). These steps will guide you through the Recreation and Conservation Office (RCO) application process.

Step 1: Applicant Establishes Eligibility

Eligible Applicants: municipal agencies (cities, towns, counties, school districts, etc.); state agencies; federal government agencies; tribal governments; other government entities (multi-state public agencies and others); nonprofit organizations; municipal corporations such as port districts, park and recreation districts, public utility districts, etc., may be eligible if legally authorized to develop and maintain recreation facilities.

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

- ❑ If you are a nonprofit applicant, verify eligibility (also see Section 2: Program Policies in *Manual 16, Recreational Trails Program* at www.rco.wa.gov/documents/manuals&forms/Manual_16-RTP.pdf:
    - o Registered with the State of Washington as a nonprofit – verify "active" status with Washington's Secretary of State at www.sos.wa.gov/corps/search_advanced.aspx.
    - 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.

Step 2: Applicant Reviews Materials

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

    o *Manual 16, Recreational Trails Program,* www.rco.wa.gov/documents/manuals&forms/Manual_16-RTP.pdf:

    o *Manual 4, Development Projects,* www.rco.wa.gov/documents/manuals&forms/Manual_4.pdf

- Review example of written materials at www.rco.wa.gov/documents/manuals&forms/RTPSampleWrittenMaterial.pdf

- Review the grant program schedule at www.rco.wa.gov/grants/schedules.shtml

Step 3: Applicant Submits an Application November 1, 2016

PRISM Data Fields

PRISM will be open in mid-August to start your application. To begin, go to Prism Online (https://secure.rco.wa.gov/Prism/Sponsor/Account/LogOn?) 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 documents below before you may submit your application. Include the applicant name, project name, and RCO grant number on each attachment.

- ❑ **Authorizing Resolution/Application Authorization** (www.rco.wa.gov/doc_pages/app_materials.shtml) 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 (General Category only). Include property ownership information such as a deed, and any applicable lease, easement, use agreement, Memorandum of Understanding with a public agency, or the applicable RCO Landowner Agreement Form at www.rco.wa.gov/doc_pages/app_materials.shtml#rtp with required supporting tenure documents. See *Manual 4, Development Projects*, for additional details about control and tenure.

❑ **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. Respond to each question individually. There are slightly different page limits and questions for each project type. Please see the grant program manual and the information below.

For all project types, the format (an example is available for your review at www.rco.wa.gov/documents/manuals&forms/RTPSampleWrittenMaterial.pdf) is as follows:

- 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.

Development and Maintenance Projects
Answer evaluation questions for development and maintenance project types in Section 4: Project Selection of *Manual 16, Recreational Trails Program*.

- o The total of all evaluation responses must not exceed <u>four, single-sided pages</u>.

- o Respond to the "Project Design or Maintenance" criterion, not both. "Project Design" applies only to development projects; "Maintenance only" to maintenance projects.

- o Do not respond to the "Matching Shares" (Criteria 10) and "Growth Management Act preference" (Criteria 11) in the written narrative. RCO will score these based on other information, or information submitted with the application.

Education Projects
Answer evaluation questions for education projects in Section 4: Project Selection of *Manual 16, Recreational Trails Program*.

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

❑ **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:[1] 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, trailheads, water bodies, landmarks, etc. If possible, show the boundaries of the site on the map.

❑ **Map[1] 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, developed, or maintained.

❑ **Map: Area of Potential Effect** (General Category 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 can be used.

❑ **Photo.** 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 Document (Letters of Support).** Letters and other documented expressions of project support submitted with the application will be made available for advisory committee review. You also must summarize this support when responding to the "Project Support" evaluation question.

❑ **RCO Fiscal Data Collection Sheet. For non-federal applicants only.** www.rco.wa.gov/documents/manuals&forms/FiscalDataCollectionSheet.pdf

❑ **Site Plan: Development Site Plan** (development projects only). One, single-sided page, which 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, development design, and construction document level plans are suitable for development site plans.

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[1]Maps should be prepared with a topographic base layer and also must include a north arrow, scale, and labels for any major highways, roads, cities, water bodies, etc.

These 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

- Letters of Support

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 November 2-December 15, 2016

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

Step 5: Re-Submit Application by Technical Completion Deadline January 6, 2017

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

❑ Complete all revisions and resubmit the application in PRISM Online by the technical completion deadline or the application will be deemed ineligible.

Step 6: Evaluators Score Projects February 1-March 10, 2017

RCO provides the advisory committee 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 at www.rco.wa.gov/grants/eval_results.shtml.

Step 7: Applicants Submit Pre-Agreement Materials April-May 2017

❑ Provide a "Certification of Applicant Match," available online at www.rco.wa.gov/documents/manuals&forms/certification_of_sponsor_match.pdf, 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 (environmental clearance, project schedule, etc.) as required by RCO.

Step 8: Board Awards Grants and RCO Issues Agreements

The Recreation and Conservation Funding Board approves the grant awards, contingent on Congressional approval of funding for the Recreational Trails Program.

RCO works with the applicant to execute a project agreement before work begins.

- You review other RCO policy manuals at www.rco.wa.gov/doc_pages/manuals_by_number.shtml:

  o *Manual 7, Long-term Obligation*s

  o *Manual 8, Reimbursements*

- Participate in a Successful Applicant Webinar; then complete your project.