

# Applicant's To-Do List

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## Washington Wildlife and Recreation Program Natural Areas Category

This to-do list is designed to help you prepare and submit a grant application for the Washington Wildlife and Recreation Program's (WWRP) Natural Areas Category.

*Grants are used to protect high quality native ecosystems, unique plant and animal communities, threatened and endangered species, or rare geological features.*

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: Washington State Parks and Recreation Commission; the Washington State Departments of Enterprise Services, Fish and Wildlife, and Natural Resources; and nonprofit nature conservancy organizations.

- If you are a first-time applicant, submit a legal opinion to establish eligibility.
- If you are a nonprofit applicant, verify eligibility by meeting the following criteria:
  - Be registered in the State of Washington as a nonprofit as defined by Revised Code of Washington 84.34.250. Verify "active" status with Washington's Secretary of State at [www.sos.wa.gov/corps/](http://www.sos.wa.gov/corps/).
  - Consistent with Revised Codes of Washington 24.03.220, 24.03.225, and 24.03.230, identify a successor organization fully qualified to ensure management continuity of any WWRP grants received by the corporation or association.
  - Demonstrate at least 3 years of actively managing projects relevant to the types of projects eligible for funding in the applicable WWRP category. "Actively managing projects" means performing the tasks necessary to manage an on-the-ground riparian 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.

- Nonprofit applicants must provide a copy of their Articles of Incorporation and bylaws. Please e-mail these documents directly to your RCO grants manager.
- Each applicant submits a plan. **Completed, comprehensive habitat conservation plans are due March 1, 2018.** See [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 10b, Washington Wildlife and Recreation Program, Habitat Conservation Account and Riparian Protection Account](#)
- [Manual 3, Acquisition Projects](#)
- [Manual 4, Development 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 acquisition and development, you must attach the documents required for both 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 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.
  
- ❑ **Environmental Benefits Statement.** Provide a statement on the environmental benefits of the project.
  - The statement must not exceed one, single-sided page.
  - It should be typed, using single-spacing, on white, 8½ x 11-inch paper, with 1-inch margins.
  - Use a regular typeface, such as Arial or Times Roman, 12-point size.
  - Include the applicant name, project name and number, and the date written.
  
- ❑ **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.** Applicants must provide written responses to the evaluation criteria (please see the grant program manual).

The format for your responses is as follows:

- The total of all evaluation responses must not exceed four, single-sided pages.
  - Use white, 8½ x 11-inch paper, with 1-inch margins.
  - Use a regular typeface, such as Arial or Times Roman, 12-point size.
  - In the header of each page, include the applicant name, project name, and the date written.
  - Respond to each question in order.
  - 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.
  - Do not respond to the population proximity criteria. RCO will score this based on other information, or information submitted with the application.
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- ❑ **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*).

- ❑ **Local Jurisdiction Review and Conferral** (acquisition projects only). 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: Boundary Map–Draft** (development 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.
- ❑ **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.
- ❑ **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: 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.
- ❑ **Species with Special Status Table.** List each species, community, or habitat type with special status present on the property or in the work site. Include the occurrence, status and source, and the property or work sites where each species occurs. Further details are in the evaluation criteria (please see the grant program manual).

❑ For multi-site acquisition projects only:

- **Map: Multi-site Acquisition.** Identify all parcels being considered for acquisition. Proposed parcels should be contiguous with one another or contiguous with property currently protected through public or nonprofit ownership. Parcels may be non-contiguous if applicants can demonstrate in their acquisition strategies that acquiring land anywhere within the geographic envelopes will achieve the goals of the projects. Show the parcels in relation to political subdivisions, roads, landmarks, other protected property, etc.

*OR*

- **Map: Geographic Envelope.** If identifying specific parcels would create a hardship for targeted landowners or would jeopardize potential acquisitions, applicants instead may identify geographic envelopes containing all parcels under consideration. Proposed parcels should be contiguous with one another or contiguous with property currently protected through public or nonprofit ownership. Parcels may be non-contiguous if applicants can demonstrate in their acquisition strategies that acquiring land anywhere within the geographic envelopes will achieve the goals of the projects. Show the geographic envelope in relation to political subdivisions, roads, landmarks, other protected property, etc.

*AND*

- **Acquisition Strategy.** Provide a written acquisition strategy. The strategy should describe how the applicant will approach selecting parcels to pursue and what will be done if negotiations are not successful. The acquisition strategy should be based on factors such as ecological significance, threat, access, land management issues, real estate issues, degree of completion of the sites, location of parcels previously acquired, and landowners.
  - The strategy must not exceed two, single-sided pages.
  - It should be typed, using single-spacing, on white, 8½ x 11-inch paper, with 1-inch margins.
  - Use a regular typeface, such as Arial or Times Roman, 12-point size.
  - Include the applicant name, project name and number, and date written.

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 29-June 20, 2018**

RCO sends your application to the evaluation committee for review. RCO also reviews the application for eligibility, completeness, and clarity and then returns the application with committee feedback, 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](#)** (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.
- Local Jurisdiction Review and Conferral** (acquisition projects only). 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: Evaluators Score Projects and Preliminary Ranked List–August 6-27, 2018**

RCO provides the advisory committee the applications for review and evaluation. Evaluators are typically given 3 to 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.

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

- ❑ Applicants provide a [Certification of Applicant Match](#) to show what amounts and sources of match they 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.
- ❑ Applicants 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](#):
  - *Manual 7, Long-Term Obligations*
  - *Manual 8, Reimbursements*
- You attend a Successful Applicant Webinar; then complete your project.