Applicant's To-Do List

Washington Wildlife and Recreation Program Riparian Protection 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) Riparian Protection Category.

> *Grants may be used to acquire or restore riparian habitat adjacent to any water body or its submerged lands.*

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, towns; federally recognized Native American tribes; lead entities; nonprofit nature conservancy organizations; state agencies, including the Washington State Conservation Commission; special purpose districts, port districts, or other political subdivisions of the state providing services to less than the entire state if legally authorized to acquire and develop public open space, habitat, farmland, riparian habitat, or recreation facilities.

- ❑ If you are a first-time applicant, submit a legal opinion to establish eligibility.
- ❑ If you are a nonprofit applicant, verify eligibility by meeting all 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/.
    - 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.

- ❑ ALL projects must include acquisition of real property.

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*
- *Manual 3*, *Acquisition Projects*
- *Manual 4*, Development Projects
- *Manual 5*, Restoration Projects

Applicants who are required to plan under the Growth Management Act (Revised Code of Washington 36.70A), should consult their organization's planning departments, or contact the Washington State Department of Commerce's Growth Management Services, to determine your compliance status with the Growth Management Act. RCO uses information reported by the Department of Commerce in evaluation scoring. Applicants in compliance receive a zero (0) score on the question; out of compliance status results in a minus one (-1) 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: 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.

- ❑ **Environmental Benefits Statement.** Provide a statement on the environmental benefits of the project.

    - o The statement must not exceed one, single-sided page.

    - o It should be typed, using single spacing, on 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 Include the applicant name, project name and number, and the date written.

- ❑ **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** 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.

- ❑ **Map: Parcel Map** 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.

- ❑ **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** (for combination acquisition and restoration 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.

- ❑ **Site Plan: Restoration Site Plan** (for combination acquisitions and restoration projects only) shows 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.

- ❑ **Control and Tenure Documentation** (for combination acquisition and development or restoration projects) only if proposing any of the development or restoration work on properties you already own or have control over. Documentation will include property ownership information, such as a deed, and all applicable leases, easements, and use agreements. See *Manual 4, Development Projects* and *Manual 5, Restoration Projects* for additional details about control and tenure.

- ❑ For multi-site acquisition projects only, provide the following:

    - **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 14-15, 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 10b. 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 category 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 and Preliminary Ranked List–August 7-8, 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 10b. 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 category 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. 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 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.