

# Applicant's To-Do List

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## Washington Wildlife and Recreation Program State Lands Development and Renovation Category

This to-do list is designed to help an applicant prepare and submit a grant application for the Washington Wildlife and Recreation Program's (WWRP) State Lands Development and Renovation Category.

*Grants may be used by the Department of Fish and Wildlife and the Department of Natural Resources to develop or renovate state recreation lands.*

An applicant must submit the required information through [PRISM Online](#), the online project data system used by the Recreation and Conservation Office (RCO). These steps will guide an applicant through RCO's application process.

NOTE: for all documents, forms, and manuals referenced here, go to the [grant web page](#) and [grant manuals web page](#).

### Step 1: Establish Eligibility

Only the Department of Fish and Wildlife and the Department of Natural Resources are eligible to apply in this category.

An applicant's current recreation plan must be on file with RCO by **March 1, 2024**. A plan establishes eligibility for six years with RCO so check to see if a plan already is on file. See *Manual 2: Planning Policies and Guidelines* and the [RCO Planning Requirements](#).

### Step 2: Review Materials

- ☐ Review the following appropriate Recreation and Conservation Funding Board manuals for this grant category:
  - *Manual 10a: Washington Wildlife and Recreation Program, Outdoor Recreation Account*
  - *Manual 2: Planning Policies and Guidelines*
  - *Manual 4: Development Projects*

## Step 3: Submit Application–May 1, 2024

### SecureAccess Washington Account

Before beginning an application, an applicant must sign up for a [SecureAccess Washington](#) account and submit a [PRISM New User Account Form](#). When using either of these databases for the first time, an applicant must complete a double sign-in.

### PRISM Online Application

PRISM will open in February. To start an application, go to [PRISM Online](#) and select + *New Application*. Follow the prompts to fill out the application. On-screen instructions, tool tips, and links are available throughout the *Application Wizard*.

### PRISM Attachments

There is an *Attachments* screen for each PRISM Online application. Attach the documents below before submitting an application. Include the applicant name, project name, and RCO grant number on each attachment. Maps 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). Shows the application is supported by the elected council or commission, board, or executives of the applicant's organization. An applicant must adopt RCO's text verbatim even if using a different format.
- ☐ **Control and Tenure Documentation.** For properties the applicant already owns or has control over, 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.
- ☐ **Evaluation Packet Visuals.** Up to two pages of photographs or other graphics such as schematic drawings, renderings, etc. An applicant may submit visuals in a collage style with several images on each page.
- ☐ **Map: Boundary Map-Proposed.** 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 grant 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–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.
- ☐ **Photo.** 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.** One, single-sided page showing the proposed improvements at the project site. This plan 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 a development site plan.

Note that letters and other documented expressions of project support or concern submitted with the application will be made available for advisory committee review. **These should be combined into one PDF and attached to the project in PRISM–use the attachment type *Project Support/Concern Documents*.** An applicant also should summarize this when responding to the evaluation questions.

Also note that except for a few protected items, such as cultural resources data or confidential appraisal documents, as soon as the application is started in PRISM, it and most attachments will be available for review by RCO staff, evaluators, and the public.

#### **Step 4: Technical Review (Written)–May 13 to June 5, 2024**

RCO sends the application to the evaluation committee for review. RCO also reviews the application for eligibility, completeness, and clarity and then returns it with committee feedback, questions, or suggested changes.

#### **Step 5: Resubmit Application by Technical Completion Deadline–July 18, 2024**

- ☐ Address issues raised during technical review and make modifications, if needed.
- ☐ Attach an **Authorizing Resolution/Application Authorization** to show the application is supported by the elected council or commission, board, or executives of the applicant's organization. An applicant must adopt RCO's text verbatim even if using a different format.
- ☐ An applicant must complete all revisions and resubmit the application in PRISM Online by the technical completion deadline or the application will be deemed ineligible.

## Step 6: Project Evaluation (Written)–August 1-30, 2024

RCO provides the application to the advisory committee for review and evaluation. Evaluators typically are given three to four weeks to score the project.

RCO staff tabulate the results and meet 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 list on its website.

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: Submit Pre-Agreement Materials–May 1, 2025

- ☐ Attach a **Certification of Applicant Match** to show what amounts and sources of match are in hand for the project. Attach it to the application in PRISM Online at least one calendar month before the board funding meeting, per Washington Administrative Code 286.
- ☐ Provide any other requested pre-agreement materials as required by RCO.

## Step 8: Sign Grant Agreement–After July 1, 2025

The Recreation and Conservation Funding Board approves grant funding after the Legislature adopts a budget. RCO works with each applicant to execute a grant agreement before work begins.

- ☐ Applicant reviews other RCO policy manuals:
  - *Manual 7: Long-Term Obligations*
  - *Manual 8: Reimbursements*
- ☐ Applicant reviews the Successful Applicant Workshop materials, then completes the project.

Updated February 15, 2024.