

Applicant's To-Do List

Washington Wildlife and Recreation Program State Lands Development and Renovation Category

This to-do list is designed to help applicants prepare and submit grant applications 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.

Applicants must submit the information required through [PRISM Online](#), the online project data system used by the Recreation and Conservation Office (RCO). These steps will guide applicants 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.

Make sure the applicant's current recreation plan is on file with RCO. Plans are due **March 1, 2020**. For RCO purposes, plans are good for 6 years, so a plan establishing eligibility already may be on file. See *Manual 2: Planning Policies and Guidelines* and [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 4: Development Projects*

Step 3: Submit Application–June 1, 2020

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. Applicants must adopt the text verbatim even if they choose to use their own format.
- Control and Tenure Documentation.** 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. Applicants may submit visuals in a collage style with several images on each page.
- Map: Area of Potential Effect** showing the location of all proposed ground-disturbing activities, including access and staging areas. The map must include a polygon of the entire project area and must include section, township, and range information, project name and number, and sponsor name. A U.S. Geological Survey quad map is the preferred base map, though the applicant may use an aerial base map, as long as section, township, and range information are included on the map. Section lines and numbers must be clearly visible in the map. Applicants may need to attach more than one map—one zoomed out far enough to depict section lines and numbers, and another zoomed in close enough to clearly depict the boundaries of all proposed ground-disturbing activities.
- Map: Boundary Map–Draft** 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: 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.** One, single-sided page showing 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.

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 the application is started in PRISM, it and most attachments will be available for review by RCO staff, evaluators, and the public.

Step 4: Complete Technical Review–June 10 to July 3, 2020

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: Re-Submit Application by Technical Completion Deadline–August 10, 2020

- ❑ Applicants 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 the applicant's

organization. Applicants must adopt the text verbatim even if they choose to use their own format.

- ❑ Applicants 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: Complete Project Evaluation–September 4-28, 2020

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 October 7-8, 2020 for final approval and inclusion with the board’s recommendation to the Governor and the Legislature.

Step 7: Submit Pre-Agreement Materials–May 1, 2021

- ❑ Provide 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 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: Sign Project Agreement–After July 1, 2021

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