Applicant's To-Do List

Washington Wildlife and Recreation Program State Parks 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 Parks Category.

> *Grants may be used to acquire and/or develop state parks. This category is available only to the Washington State Parks and Recreation Commission. Renovation is not eligible.*

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

This category is available only to State Parks.

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]().

Renovation projects are not eligible.

Step 2: Review Materials

❑ Review the appropriate Recreation and Conservation Funding Board manuals for this grant category:

  o *Manual 10a: Washington Wildlife and Recreation Program, Outdoor Recreation Account*

  o *Manual 2: Planning Policies and Guidelines*

  o *Manual 3: Acquisition Projects*

  o *Manual 4: Development Projects*

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.
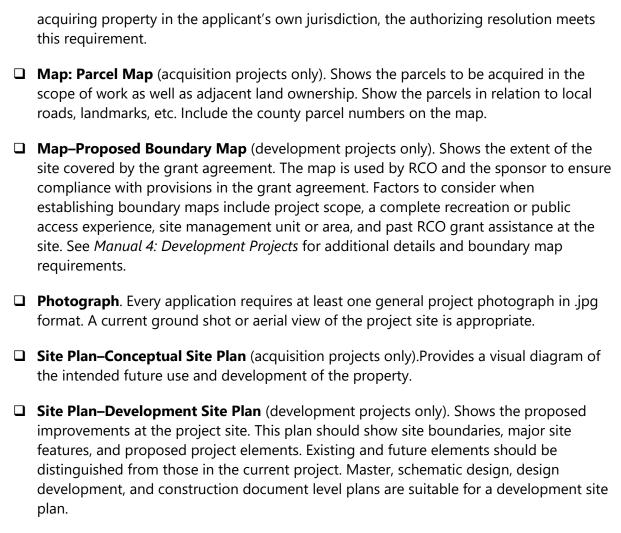
PRISM Online Application

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. If the project includes acquisition and development, 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 State Parks and Recreation Commission or agency executives. An applicant must adopt RCO's text verbatim even if using a different format.

- ❑ **Control and Tenure Documentation** (development projects only). 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.

- ❑ **Landowner Acknowledgement Form** (acquisition projects only). An applicant must demonstrate that the landowner is aware of the applicant's interest in purchasing the 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). An applicant must review the proposed project application and confer with the county or city with jurisdiction over the project area. Attach documentation demonstrating that this process has begun (see "Section 3: Application Requirements" in *Manual 3: Acquisition Projects)*. A sample letter is available in the [Acquisition Project Tool Kit](#) on RCO's website. If

acquiring property in the applicant's own jurisdiction, the authorizing resolution meets this requirement.

- ❑ **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–Proposed Boundary Map** (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 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.

- ❑ **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–Conceptual Site Plan** (acquisition projects only).Provides a visual diagram of the intended future use and development of the property.

- ❑ **Site Plan–Development Site Plan** (development projects only). Shows 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 in the presentations for technical review and evaluation.

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: Present Projects for Technical Review–May 20-21, 2024

An applicant may present the project virtually to the advisory committee. Participation in this technical review is not required but is highly recommended. It serves as a practice session for the upcoming evaluation and provides valuable feedback. The focus of the review is on eligibility and the technical aspects (scope, design, cost, feasibility, etc.) of projects.

- ❑ Prepare a PowerPoint presentation responding to the evaluation criteria in manual 10a. Handouts and other materials will not be permitted. See *Tips for Developing a PowerPoint Presentation for Grant Applicants* for more information. RCO will schedule a time for the presentation to the evaluation team.

- ❑ Attach the PowerPoint presentation to PRISM Online <u>at least three business days</u> before the scheduled review meeting.

- ❑ Present the project to the advisory committee virtually. Technical review sessions are twenty minutes. An applicant will have <u>up to twelve minutes</u> to present a project. The remaining eight minutes are reserved for questions by the advisory committee.

Committee members provide feedback and make suggestions about changes needed to improve the project and presentation.

RCO staff also will review the application for eligibility, completeness, and clarity, and will return the application with 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 State Parks and Recreation Commission or agency executives. An applicant must adopt RCO's text verbatim even if using a different format.

- ❑ **Local Jurisdiction Review and Conferral** (acquisition projects only). Attach documentation demonstrating that this process has been completed (see "Section 3: Application Requirements" in *Manual 3: Acquisition Projects)*. A sample form is available in the [Acquisition Project Tool Kit](#) on RCO's website. If acquiring property in the applicant's own jurisdiction, the authorizing resolution meets this requirement.

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

Step 6: Project Evaluation–August 14-15, 2024

State Parks Commission Review and Evaluation

State Parks staff will present the projects to the Washington State Parks and Recreation Commission, which will score the evaluation question that addresses how well the project implements the commission's priorities. The evaluation scores will remain confidential until after the commission's scoring process. The meeting is open to the public and the public may provide written or oral comments.

Evaluation Team

Participation in the project evaluation meeting is mandatory for all projects considered for funding. All presentations are given virtually.

- Prepare (or update from technical review) a PowerPoint presentation responding to the evaluation criteria found in manual 10a. Note that handouts or other materials will not be permitted. See *Developing a PowerPoint Presentation for Grant Applications* for more information.

- RCO will schedule time for the applicant to make a presentation to the evaluation team.

- Attach a PowerPoint presentation and presentation notes to the application in PRISM Online <u>at least three business days before</u> the scheduled evaluation.

- Present the project to the evaluation team. Evaluation sessions are twenty minutes. Each applicant will have <u>up to twelve minutes</u> to present a project. The remaining eight minutes are reserved for questions and deliberation by the advisory committee.

Evaluators may ask clarifying questions and will score the project using the board-adopted evaluation criteria.

RCO staff tabulate the results and share 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 list on its website. State Parks staff will share the preliminary ranked list with the commission. The commission will not have the ability to change the ranking but may withdraw projects.

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 **Control and Tenure Documentation** for property to be developed if not already completed in the application. Include property ownership information, such as a deed, and all applicable leases, easements, and use agreements. See *Manual 4: Development Projects* for details.

❑ If a **combination project**, an applicant must secure the property at least one month before the board considers approving funding (see manual 3).

❑ Provide any other requested pre-agreement materials as required by RCO.

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

The 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:

　　o *Manual 7: Long-Term Obligations*

　　o *Manual 8: Reimbursements*

❑ Applicant reviews the Successful Applicant Workshop materials, then completes the project.

Updated February 9, 2024.