

Applicant's To-Do List

Washington Wildlife and Recreation Program State Parks 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 Parks Category.

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

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

This category is available only to State Parks.

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](#).

Renovation projects are not eligible.

Step 2: Review Materials

- Review the appropriate Recreation and Conservation Funding Board manuals for this grant category:
 - *Manual 10a: Washington Wildlife and Recreation Program, Outdoor Recreation Account*
 - *Manual 3: Acquisition Projects*
 - *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. 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. Applicants must adopt the text verbatim even if they choose to use their 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.
- Evaluation: Written Criteria Responses.** Provide written responses to the Advisory Committee-scored evaluation criteria using up to five (5) single-sided pages, on 8.5" x 11" paper with 1" margins and a 12-point font.
- 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.
- 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 for Acquisition Projects** (acquisition projects only). Applicants 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 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: 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.
- ❑ **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.
- ❑ **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. 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 24, 2020

RCO sends the application to the evaluation committee for review. RCO also reviews the application for eligibility, completeness, and clarity.

- Participate in an online Q&A meeting on **June 24, 2-4 pm via Zoom** with the State Parks Advisory Committee. Applicants will not present their projects during this short meeting, instead it will give the committee an opportunity to clarify any questions they may have with the written project application materials.

RCO staff will return the applications with feedback, questions, or suggested changes.

Step 5: Re-Submit Application by Technical Completion Deadline–August 10, 2020

- Address issues raised during technical review and make modifications, if needed.
- Authorizing Resolution/Application Authorization** shows the application is supported by the State Parks and Recreation Commission or agency executives. Applicants must adopt the text verbatim even if they choose to use their own 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 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 the application will be deemed ineligible.

Step 6: Complete Project Evaluation–August 17 to September 18, 2020

RCO provides the advisory committee the applications for review and evaluation. Evaluators are typically given 3 to 4 weeks to score the projects.

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 members of the public may provide written or oral comments.

Results

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.

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 November 5, 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.
- If a combination project, applicants 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: Sign Project Agreement–After July 1, 2021

The 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.