

Applicant's To-Do List

Washington Wildlife and Recreation Program Trails Category

This to-do list is designed to help applicants prepare and submit grant applications for the Washington Wildlife and Recreation Program's (WWRP) Trails Category.

Grants may be used to acquire, develop, or renovate non-motorized pedestrian, equestrian, or bicycle trails.

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

Eligible Applicants: Cities, counties, towns; federally recognized Native American tribes; Washington State Departments of Enterprise Services, Fish and Wildlife, and Natural Resources; the Washington State Parks and Recreation Commission; and 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.

A first-time applicant must submit a legal opinion to establish eligibility.

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 3: Acquisition Projects*
- *Manual 4: Development Projects*

Applicants required to plan under the Growth Management Act¹ should consult their organization's planning departments or contact the [Washington State Department of Commerce's Growth Management Services](#) to determine their compliance statuses with the Growth Management Act. RCO uses information reported by the Department of Commerce in evaluation scoring. Applicants in compliance receive a zero score on the question; those out of compliance receive a minus one score. If the applicant's organization is out of compliance, this advance inquiry may give applicants time to change the status before the technical completion deadline.

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 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** (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.
- Landowner Acknowledgement Form** (acquisition projects only). An applicant must demonstrate that the landowner is aware of the applicant's interest in purchasing the

¹Revised Code of Washington 36.70A

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). 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 jurisdiction, the authorizing resolution meets this requirement.
- ❑ **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** (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: 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: Trail and/or Facility Map**. Up to two, single-sided pages showing the geographic scope and extent of the project including the trails and trail systems, or the facilities (such as campgrounds and trailheads), and/or features (peak, lake, river) that a typical user would expect to experience.
- ❑ **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: Present Project for Technical Review–June 22-24, 2020

Applicants will present their projects 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 applicants valuable feedback. The focus of 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 at least 3 business days before the scheduled review meeting.
- ❑ Present the project to the advisory committee. Technical review sessions are 25 minutes. Each applicant will have up to 15 minutes to present a 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 the project and presentation.

RCO staff also will review the application for eligibility, completeness, and clarity, and will return it with 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 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.
- ❑ **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: Present Project for Evaluation–September 21-23, 2020

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 10a. Respond to the criteria in order. Handouts and other materials will not be permitted. RCO will schedule a time for the presentation to the evaluation team.
- ❑ Attach the PowerPoint presentation and presentation notes to the application in PRISM Online at least 3 business days before the scheduled evaluation.
- ❑ Present the project to the evaluation team. Evaluation sessions are 25 minutes. Each applicant will have up to 15 minutes to present a project. The remaining 10 minutes are reserved for questions and deliberation by the advisory committee.

Evaluators will measure and score projects 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 presents 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.
- 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 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.