# Applicant’s To-Do List

## Washington Wildlife and Recreation Program Urban Wildlife Habitat Category

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

*Grants may be used to acquire and develop habitat close to an urban environment.*

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:** the Washington State Parks and Recreation Commission and the Washington State Departments of Enterprise Services, Fish and Wildlife, and Natural Resources; cities, counties, and towns; federally recognized Native American tribes; nonprofit nature conservancy organizations; and special purpose 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.

Nonprofit applicants must verify eligibility by meeting the following criteria:

- Be registered in the State of Washington as a nonprofit as defined by Revised Code of Washington 84.34.250. Verify “active” status with Washington’s Secretary of State at www.sos.wa.gov/corps/.
- Consistent with Revised Codes of Washington 24.03.220, 24.03.225, and 24.03.230, identify a successor organization fully qualified to ensure management continuity of any WWRP grants received by the corporation or association.
- Demonstrate at least 3 years of actively managing projects relevant to the types of projects eligible for funding in the applicable WWRP category. “Actively managing projects” means performing the tasks necessary to manage an on-the-ground habitat

conservation, such as negotiating for acquisition of property rights, closing on an acquisition, developing and implementing management plans, designing and implementing projects, securing and managing the necessary funds regardless of fund source, and other tasks.

- Nonprofit applicants must provide a copy of their Articles of Incorporation and bylaws. Please e-mail these documents directly to the RCO grants manager.

Make sure the applicant's current comprehensive habitat conservation 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.

To be eligible in this category, the land must be within 5 miles of one of the following:

- The urban growth area of a city or town with a population of 5,000 or more.
- The boundary of an urban cluster with a population of 5,000 or more.
- A city, town, or urban growth area in a county with a population density of 250 people per square mile or greater
    - There is a mapping tool available on RCO's Web site to determine if the worksite is eligible. Note that the property must be at least partially within 5 miles of one of the above.

## Step 2: Review Materials

- ❑ Review the following appropriate Recreation and Conservation Funding Board manuals for this grant category:
    - *Manual 10b: Washington Wildlife and Recreation Program, Habitat Conservation Account and Riparian Protection Account*
    - *Manual 3: Acquisition Projects*
    - *Manual 4: Development Projects*
    - *Manual 5: Restoration Projects*

Applicants required to plan under the Growth Management Act[1] should consult their organization's planning departments or contact the Washington State Department of Commerce's Growth Management Services to determine their compliance status with the Growth Management Act. RCO uses information reported by the Department of Commerce in

[1]Revised Code of Washington 36.70A

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 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 any combination of acquisition, development, or restoration, attach the documents required for all 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 or restoration projects only). For properties that applicants already own or have 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.

- ❑ **Environmental Benefits Statement.** Provide a statement on the environmental benefits of the project.

    - The statement must not exceed one, single-sided page.

    - It should be typed, using single-spacing, on white, 8½ x 11-inch paper, with 1-inch margins.

    - Use a regular typeface, such as Arial or Times Roman, 12-point size.

    - Include the applicant name, project name and number, and the date written.

- ❑ **Expanded Project Description.** *In addition to the standard PRISM description,* an applicant must provide a detailed description of the project. Key information to include: How many acres are being purchasing: how does this fit into a phased purchase (if applicable); explain the type of habitat (core habitat, buffer, etc.); significance and characteristics of the property; past successes with securing habitat in this area; etc. Applicants may want to use the evaluation criteria as a basis for the expanded description.
  - The expanded project description must not exceed three, single-sided pages.
  - Pages should be typed, using single-spacing, on white, 8½ x 11-inch paper, with 1-inch margins.
  - Use a regular typeface, such as Arial or Times Roman, 12-point size.
  - In the header of each page, include the applicant name, project name and number, and the date written.
- ❑ **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). 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: 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 and restoration 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: Population Proximity.** Depict on a map 1) the project boundary or the geographic envelope and 2) the nearest city or town limits or urban growth area boundary. If the project is not within the city/town limits or urban growth boundary, draw a straight line, measure and record on the map the shortest distance in miles "as the crow flies" between 1 and 2 above. Include a scale and legend on the map for reference.

- ❑ **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.

- ❑ **Species with Special Status Table.** List each species, community, or habitat type with special status present on the property or in the work site. Include the occurrence, status and source, and the property or work sites where each species occurs. Further details are in the evaluation criteria (please see the grant program manual).

- ❑ **For multi-site acquisition projects only:**

    - **Map: Multi-Site Acquisition.** Identify all parcels being considered for acquisition. Proposed parcels should be contiguous with one another or contiguous with property currently protected through public or nonprofit ownership. Parcels may be non-contiguous if applicants can demonstrate in their acquisition strategies that acquiring land anywhere within a geographic envelope will achieve the goals of the projects. Show the parcels in relation to political subdivisions, roads, landmarks, other protected property, etc.

      OR

- **Map: Geographic Envelope.** If identifying specific parcels would create a hardship for targeted landowners or would jeopardize potential acquisitions, applicants instead may identify geographic envelopes containing all parcels under consideration. Proposed parcels should be contiguous with one another or contiguous with property currently protected through public or nonprofit ownership. Parcels may be non-contiguous if applicants can demonstrate in their acquisition strategies that acquiring land anywhere within the geographic envelopes will achieve the goals of the projects. Show the geographic envelope in relation to political subdivisions, roads, landmarks, other protected property, etc.

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 15-16, 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 10b. 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 30 minutes. Each applicant will have up to 20 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 5, 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 16-17, 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 10b. 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 30 minutes. Each applicant will have up to 20 minutes to present a project. The remaining 10 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 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 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.
- ❑ 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 a 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.