

# Applicant's To-Do List

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## Boating Facilities Program

This to-do list is designed to help an applicant prepare and submit a grant application for the Boating Facilities Program.

*Grants may be used to acquire land and develop or renovate facilities that support motorized watercraft recreation such as boat launches, transient guest moorage facilities, and support facilities for motorized boaters.*

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 an applicant through the Recreation and Conservation Office (RCO) application process.

NOTE: for all documents, forms, and manuals referenced here, go to the [grant program Web page](#) and [grants manuals Web page](#).

### Step 1: Establish Eligibility

**Eligible Applicants:** cities and towns, counties, Native American tribes, park and recreation districts, port districts, public utility districts, and state agencies.

- 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 September 1, 2022. For RCO purposes, plans are good for 6 years, so the applicant already may have a plan on file establishing eligibility. See *Manual 2: Planning Policies and Guidelines* and [RCO Planning Requirements](#).

### Step 2: Review Materials

- Review the appropriate Recreation and Conservation Funding Board manuals for this grant program:
  - *Manual 9: Boating Facilities Program*
  - *Manual 3: Acquisition Projects*
  - *Manual 4: Development Projects*

Applicants who are required to plan under the Growth Management Act (Revised Code of Washington 36.70A), should consult their organizations' planning department or contact the [Washington State Department of Commerce Growth Management Services](#) to determine their compliance status with the Act. RCO uses information reported by the Department of Commerce in evaluation scoring. Applicants in compliance receive no score on the question; out of compliance status results in a minus one score. If the applicant's organization is out of compliance, this advance inquiry may give the applicant time to change the status before the technical completion deadline.

### Step 3: Submit Application-November 1, 2022

#### 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 August. 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, see Step 5 below) to show the application is supported by the elected council or commission, board, or executives of the applicant's organization. An applicant must adopt the text verbatim even if using a different format.
- Control and Tenure Documentation** (development and planning 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

property. There are several options to meet this requirement: see Section 3: Application Requirements in *Manual 3, Acquisition Projects*.

- ❑ **Map: Boundary Map–Draft** (development projects only) shows the extent of the site covered by the grant agreement, and should include the footprint of the project scope/area plus additional property necessary to make a complete recreational experience, e.g. access, parking, pathways. 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 grants at the site. See *Manual 4, Development Projects*, for additional details and boundary map requirements.
- ❑ **Map: Parcel Map** (acquisition projects only) to show the parcels to be acquired in the scope of work as well as adjacent land ownership. Show the parcels in relation to local roadways, landmarks, etc. Include the county parcel number(s) 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 and planning projects only) provides a visual diagram of the intended future use and development of the property.
- ❑ **Site Plan: Development Site Plan** (development projects only) to show the proposed improvements at the project site. Development site plans should show site boundaries, major site features, and proposed scope of work elements. If applicable, 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. **Please combine all letters into one PDF and attach 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, it and most attachments will be available for review by RCO staff, evaluators, and the public.

#### **Step 4: Present Projects for Technical Review–November 15-17, 2022**

Applicants may present the project 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 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 9. Note that handouts or other materials will not be permitted. For more information, see *Tips for Developing a PowerPoint Presentation for Grant Applicants*. Use the Schedule Evaluation feature in the PRISM Online Application to schedule a time for the presentation to the advisory committee.
- ❑ Attach the PowerPoint presentation to PRISM Online at least 3 business days before the scheduled review meeting.
- ❑ Present the project to the advisory committee virtually. Technical review sessions for this program are 20 minutes in length. An applicant will have up to 12 minutes to present a project. The remaining 8 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 return the application with questions or suggested changes.

### **Step 5: Re-Submit Application by Technical Completion Deadline-January 13, 2023**

- ❑ Address issues raised during technical review and make modifications, if needed.
- ❑ Submit an **Authorizing Resolution/Application Authorization** to show the application is supported by the elected council or commission, board, or executives of the applicant's organization. An applicant must adopt the text verbatim even if using a different format.
- ❑ 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 Projects for Evaluation–February 14-16, 2023**

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 9. Note that handouts or other materials will not be permitted. Use the Schedule Evaluation feature in the PRISM Online Application to schedule time for the presentation to the advisory committee.
- ❑ Attach the PowerPoint presentation and presentation notes to the application in PRISM Online at least 3 days before the scheduled evaluation.

- Present the project to the advisory committee. Evaluation sessions for this category are 20 minutes in length. An applicant will have up to 12 minutes to present a project. The remaining 8 minutes are reserved for questions and deliberation by the committee.

Evaluators may ask clarifying questions and will score each 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.

### Step 7: Submit Pre-Agreement Materials-May 1, 2023

- Provide a **Certification of Applicant Match** to show what amounts and sources of match are in-hand for the project. Attach this document to the application in PRISM Online. There is a standard form available on the grant program web page. This must be provided at least 1 calendar month before the board funding meeting per Washington Administrative Code 286.
- Provide **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 being acquired 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 Grant Agreement-after July 1, 2023

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

- Review other RCO policy manuals:
  - o *Manual 7: Long-term Obligations*
  - o *Manual 8: Reimbursements*
- Review the online Successful Applicant Workshop materials; then implement the project.

*Updated August 2022*