Applicant's To-Do List

Boating Facilities Program

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

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

Applicants must submit the information required through our online project data system, [PRISM Online](). These steps will guide you 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.

❑ If you are a first-time applicant, 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, 2020. For RCO purposes, plans are good for 6 years, so the applicant already may have a plan on file establishing your 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 your organization is out of compliance, this advance inquiry may give you time to change your status before the technical completion deadline.

Step 3: Submit Application-November 1, 2020

PRISM Online Application

PRISM will open in August. To start your application, go to <u>PRISM Online</u> and select "+ New Application." You then will be prompted to fill out the application information for your project. On-screen instructions, tool tips, and links are available as you navigate through the Application Wizard.

PRISM Attachments

There is an Attachments screen for each PRISM Online application. You must attach the documents below before you may submit your 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, you must 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 your organization. You must adopt the text verbatim even if you choose to use your own 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). You must demonstrate that the landowner is aware of your interest in purchasing the property. There are several options to meet this requirement: see Section 3: Application Requirements in *Manual 3, Acquisition Projects*.

- ❑ **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, 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 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 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 you start your application, it and most attachments will be available for review by RCO staff, evaluators, and the public.

Step 4: Present Projects for Technical Review–November 16-18, 2020

Applicants will present projects to the advisory committee via Zoom. Participation in this technical review is not required, but is highly recommended. It serves as a practice session for the upcoming evaluation, and gives you valuable feedback. The focus of review is on eligibility and the technical aspects (scope, design, cost, feasibility, etc.) of your project.

❑ Prepare a PowerPoint presentation responding to the evaluation criteria in the program 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 your PRISM Online Application to schedule a time to make your presentation to the advisory committee.

❑ Attach your PowerPoint presentation to PRISM Online <u>at least 3 business days before</u> the scheduled review meeting.

❑ Present your project to the advisory committee. Technical review sessions for this program are 20 minutes in length. You will have <u>up to 12 minutes</u> to present your 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 your project and presentation.

RCO staff also will review your 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 14, 2021

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 your organization. You must adopt the text verbatim even if you choose to use your own format.

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

Step 6: Present Projects for Evaluation–February 16-18, 2021

Your participation in the project evaluation meeting is mandatory for all projects considered for funding. All presentations are given via Zoom.

❑ Prepare (or update from technical review) a PowerPoint presentation responding to the evaluation criteria found in the program Manual 9. Note that handouts or other materials

will not be permitted. Use the Schedule Evaluation feature in your PRISM Online Application to schedule time to make your presentation to the advisory committee.

❑ Attach your PowerPoint presentation and presentation notes to your application in PRISM Online at least 3 days before the scheduled evaluation.

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

Evaluators may ask clarifying questions and will score your 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, 2021

❑ Provide a **Certification of Applicant Match** to show what amounts and sources of match you have in-hand for the project. Attach this document to your 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 your 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**, you 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 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.

❑ Review other RCO policy manuals:

   o *Manual 7: Long-term Obligations*

- *Manual 8: Reimbursements*

❑ Review the online Successful Applicant Workshop materials; then implement your project.

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