

Applicant's To-Do List

Boating Infrastructure Grant Program

This to-do list is designed to help an applicant prepare and submit a grant application for the Boating Infrastructure Grant Program (BIG).

Grants may be used to develop and renovate public boating facilities targeting transient recreational boats 26 feet and larger. Funds also may be used to provide information and enhance boater education. Transient means travel to a single facility for day use or staying at a single facility for up to 15 days.

The BIG program has the following two categories:

- Tier 1 (state) are for grant requests from \$5,000-\$192,086, which compete against other projects in Washington State.
- Tier 2 (national) are for grant requests from \$200,001-\$1,440,645, which compete against projects throughout the country.

An applicant 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 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: Municipal subdivisions (cities, towns, counties, and districts: port, park and recreation, public utility, etc.), Native American tribes, qualified nonprofit organizations, qualified private operators, and state agencies.

A first-time applicant must submit a legal opinion to establish eligibility (see Section 2: Program Policies in *Manual 12: Boating Infrastructure Grant Program*).

A "qualified" private operator or nonprofit organization, must meet all the following criteria:

- Is registered with the State of Washington's Secretary of State—verify "active" status with Washington's Secretary of State at www.sos.wa.gov/corps/.
- Has an equivalent successor identified in its Articles of Incorporation.

- Has been active in recreational boating for a minimum of 3 years.
- Does not require exclusive use of the facilities funded through this program.
- Does not discriminate based on race, religion, creed, gender, disability, or income.
- Provides evidence that its primary purpose or business is recreational boating.
- Meets federal eligibility requirements.
- Provides a copy of its Articles of Incorporation and bylaws (nonprofit applicants only). Please e-mail these documents directly to the RCO grants manager.

Step 2: Review Materials

- Review the appropriate Recreation and Conservation Funding Board manuals for this grant program:
 - *Manual 12: Boating Infrastructure Grant Program*
 - *Manual 4: Development Projects*

Step 3: Preliminary Application–May 17, 2021

PRISM Online Application

PRISM will open in March. To start an application, go to [PRISM Online](#), log on, and select “+ New Application” in the upper left. Follow the prompts to fill out the application. On-screen instructions, tool tips, and links are available throughout the Application Wizard.

- An applicant must complete all screens in the following sections in the PRISM Online application by May 17, 2021:
 - Project Details
 - Questions
 - Metrics
 - Costs
 - Cultural Resources
 - Project Permits

- Attachments
 - Map: Regional Location
 - Map: Site Location
 - Photo: at least one photograph (in .jpg format)

NOTE: An applicant does not need to include any other attachments at this time and is not submitting the application until Step 4.

Step 4: Submit Application–July 7, 2021 (*estimate - subject to change*)

PRISM Online Application

- Log into PRISM Online, open the application, and make any revisions necessary. Use the “Check Application for Errors” button on the Submit screen to make sure everything is completed.

PRISM Attachments

There is an Attachments screen for each PRISM Online application. An applicant must 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.

For projects to be evaluated, scored, and ranked for funding consideration, an applicant must follow the requirements in the latest federal Notice of Funding Opportunity. This document outlines the required documents and specifies the format and page limits for each. These documents typically include a project statement, responses to evaluation criteria (for Tier 2), drawings, maps, photographs, letters of commitment, and other supporting documents.

NOTE: The Notice of Funding Opportunity often is not available until after RCO begins accepting applications, and each year the page limits, questions, and other requirements may change. RCO will provide a next steps document or updated to-do list outlining these requirements. An applicant must work with the RCO grants managers to make sure to have the latest requirements.

- Assurances for Construction Programs (SF-424D)** (development projects only). An applicant must provide a signed copy of this federal standard form.
- 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. An applicant must adopt the text verbatim even if using a different format.

- ❑ **Budget Narrative (10-page limit).** Explain and justify all requested budget items and costs. Demonstrate a clear connection between costs and the proposed project activities. Describe resources used to develop cost estimates for the project. *RCO will provide specific questions and requirements based upon the latest Notice of Funding Opportunity.*
- ❑ **Certification of Applicant Match** (due by the technical completion deadline—see Step 5) to show what amounts and sources of match are in hand for the project.
- ❑ **Control and Tenure Documentation** (development projects only). Include property ownership information such as a deed, and any applicable lease, easement, or use agreement. See *Manual 4: Development Projects* for additional details about control and tenure.
- ❑ **Evaluation: Packet Visuals (20-page limit).** Photographs or other graphics such as schematic drawings, renderings, etc. An applicant may submit visuals in a collage style with several images on each page. *RCO will provide specific requirements based upon the latest Notice of Funding Opportunity.*
- ❑ **Evaluation: Project Statement (10-page limit).** An applicant must provide written responses to the questions. Respond to each question individually. *RCO will provide specific questions and requirements based upon the latest Notice of Funding Opportunity.*
- ❑ **Evaluation: Project Summary (1-page limit).** Briefly summarize the project, in one page or less. Include the title of the project, geographic location, and a brief overview of the need for the project. Goals, objectives, specific project activities, and anticipated outputs and outcomes also may be included in this section.
- ❑ **Evaluation: Written Criteria Responses (Tier 2 only).** *RCO will provide specific requirements and the latest criteria based upon the latest Notice of Funding Opportunity (12-page limit).* Tier 1 applicants respond to the criteria directly in the PRISM Online application, on the Evaluation Questions page.
- ❑ **Map: Area of Potential Effect (APE)** 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. An applicant 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** shows the extent of the site covered by the grant agreement. RCO and the grant recipient use the map to ensure compliance with 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 reviewers 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.
- ❑ **Photograph.** All applications require at least one general project photograph in .jpg format. A current ground shot or aerial view of the project site is appropriate.
- ❑ **RCO Fiscal Data Collection Sheet.**
- ❑ **Site Plan: Development Site Plan** to show 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, development design, 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. An applicant should also summarize this when responding to the evaluation questions. **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: Technical Review–July 12-30, 2021

RCO sends the application to the evaluation committee for review. RCO staff also reviews the application for eligibility, completeness, and clarity, and then returns the application with feedback, questions, or suggested changes.

Step 5: Re-submit Application by Technical Completion Deadline–August 9, 2021

- An applicant addresses issues raised during technical review and makes modifications, if needed, and **resubmits** the applications in PRISM Online by the technical completion deadline or the application will be deemed ineligible.
- Authorizing Resolution/Application Authorization** (if not already submitted). Attach a signed resolution form. This shows the application is supported by the elected council or commission, board, or executives of the organization. The text must be adopted verbatim even if a different format is used.
- Certification of Applicant Match** (if not already submitted) to show what amounts and sources of match are in hand for the project

Step 6: Evaluations–August 11-27, 2021

Evaluators will rank project proposals using the criteria established by the U.S. Fish and Wildlife Service.

Tier 1, State–The RCO-appointed Boating Programs Advisory Committee will review and evaluate projects to provide a ranked list for consideration. RCO's director will approve the final list of projects to be sent to the federal government for funding consideration.

Tier 2, National–RCO's director will approve the list of Tier 2 proposals to be sent to the U.S. Fish and Wildlife Service without state evaluation. Once the U.S. Fish and Wildlife Service's regional office accepts an application, it is sent to the National Review Panel. The panel scores and ranks projects and submits a funding recommendation to the U.S. Fish and Wildlife Service director, who makes the final funding decision.

RCO then announces the results of the evaluation and posts the preliminary ranked lists on its Web Site.

Step 7: Submit Pre-Agreement Materials–Spring-Summer 2022

If notified by RCO that your project is within funding range:

- An applicant provides information necessary to complete federal permitting, including National Environmental Policy Act, Section 106 (cultural and historic resources), Section 7 (Endangered Species Act), and U.S. Army Corps of Engineers.
- An applicant provides any other requested pre-agreement materials as required by RCO or the U.S. Fish and Wildlife Service.

Step 8: Sign Project Agreement–Summer-Fall 2022

- ❑ The U.S. Fish and Wildlife Service approves the grant awards and notifies RCO.
- ❑ RCO works with the applicant to execute a project agreement before work begins.
- ❑ Applicant reviews the following other RCO policy manuals:
 - *Manual 7: Long-Term Obligations*
 - *Manual 8: Reimbursements*
- ❑ Applicant reviews RCO’s online Successful Applicant Workshop materials, then completes the project.