

Applicant's To-Do List

Firearms and Archery Range Recreation Program

This to-do list is designed to help applicants prepare and submit a grant application for the Firearms and Archery Range Recreation (FARR) Program.

Grants may be used to acquire, develop, and renovate indoor and outdoor shooting and archery ranges and facilities.

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 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: Nonprofit shooting organizations and state and local governments.

- A first-time applicant must submit a legal opinion to establish eligibility. It is due by the technical completion deadline (see Step 5).
- Nonprofit applicants must meet the following eligibility criteria (also see Section 2: Program Policies in *Manual 11: Firearms and Archery Range Recreation Program*):
 - Register with the State of Washington as a nonprofit. Verify "active" status with Washington's [Secretary of State](#).
 - Name a successor as required by state law.
 - Has been active in shooting or archery related activities for at least one year.
 - Does not discriminate on the basis of age, disability, gender, income, race, religion, or sexual orientation.
 - Provide a copy of their Articles of Incorporation and By-Laws. Please email these documents directly to your RCO grants manager.

Step 2: Review Materials

- ❑ Review the appropriate Recreation and Conservation Funding Board manuals for this grant program:
 - *Manual 11: Firearms and Archery Range Recreation Program:*
 - *Special note:* be sure to review the Range and Course Safety policy (see Section 2: Program Policies in Manual 11).
 - *Manual 3: Acquisition Projects*
 - *Manual 4: Development Projects*
- ❑ Review the Authorizing Resolution/Application Authorization attachment and schedule time for the governing body's approval. The signed authorization is due by the technical completion deadline (see Step 5).

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's [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—October 31, 2024

SecureAccess Washington Account

Before beginning an application, if you do not already have one, you must sign up for a [SecureAccess Washington](#) account. Log into [PRISM Online](#) or 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 the application. Include the applicant name, project name, and RCO project 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) to show the application is supported by the elected council or commission, board, or executives of the applicant's organization. A standard form is available on the grant program web page. An applicant must adopt the text verbatim even if using a different 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 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–Proposed** (development projects only) shows the extent of the site covered by the grant application and includes 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.
- 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.
- FARR Application Maps and Visuals**. An applicant must use the PowerPoint template provided on RCO's Web site, FARR grant program page. Use the template for the application project type (acquisition, combination, or development). To complete it, follow the directions contained therein. This will include creating custom maps and graphics that show where the range is located, the existing features of the range, proposed improvements or purchases, neighboring land uses, and photographs of the site. The documents include the following:
 - **Map: Regional Location Map** to show 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 RCO staff and evaluators can locate the general worksite to within a few miles.

- **Map: Site Location Map** to show 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.
 - **Map: Adjacent Uses Map** to show the location of the project within a small area and details about the immediately adjacent and nearby land uses.
 - **Map: Facility Layout Map** (development projects only) to show the existing main features and facilities on the range as well as those in the immediate vicinity of the facility (neighboring properties).
 - **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.
 - **Site Plan: Conceptual Site Plan** (acquisition projects only) provides a visual diagram of the intended future use/development of the property.
 - **Site Plan: Development Site Plan** (development and combination 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, and design development plans are suitable for development site plans. If you have construction document level plans, those may be attached using the “Plans and Bid Specifications” attachment type.
 - **Plan: Floor Plan** (development projects only). If applicable, a schematic plan of any substantial structure (e.g., shooting/range house, restroom, etc.) being proposed for construction within the project scope.
 - **Visuals:** Provide up to two slides of pictures of the range as it looks today. An applicant may have up to four pictures on each slide. It is helpful if at least some of the photographs include people using the range.
- **Support 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.**

Note that except for a few protected items, such as cultural resources data or confidential appraisal documents, as soon 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 20, 2024

Applicants may present the project virtually 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 applicants get valuable feedback. The focus of the review is on eligibility and the technical aspects (e.g., projectile fall zones, scope, design, cost, feasibility, etc.) of the project.

- Prepare a PowerPoint presentation responding to the evaluation criteria found in the program Manual 11. Note that handouts or other materials will not be permitted. See *Tips for Developing a PowerPoint Presentation for Grant Applications* for more information. 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 the application in PRISM Online at least three business days before the scheduled review meeting.
- Present the project virtually to the advisory committee. Technical review sessions for this program are twenty minutes in length. An applicant will have up to twelve minutes to present the project. The remaining eight minutes are reserved for questions or comments 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 15, 2025

- Address issues raised during technical review and make modifications, if needed.
- Attach a signed **Authorizing Resolution/Application Authorization** (if not already attached) to show the application is supported by the elected council or commission, board, or executives of the applicant’s organization. A standard form is available on the grant program web page. An applicant must adopt the text verbatim even if using a different format.
- If applicable, submit a **Public Hearing/Meeting Certification**. Attach this document to the application in PRISM Online. Specifically, an applicant must conduct hearings or meetings if the project will buy or develop a range facility where none currently exists or

will result in a substantial new external impact on the surrounding area (see the "Policies" section Manual 11).

- ❑ **Legal Opinion** for applicants that have never applied for an RCO grant. This opinion helps verify that the applicant meets the legal requirements for RCO administered grants. Contact your RCO grants manager if you need an example.
- ❑ 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–February 20, 2025

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 11: Firearms and Archery Range Recreation*. Respond to the criteria in order. 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 three business days before the scheduled evaluation.
- ❑ Present the project to the advisory committee. Evaluation sessions for this category are twenty minutes in length. An applicant will have up to twelve minutes to present a project. The remaining eight 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 website.

Step 7: Submit Pre-Agreement Materials–May 1, 2025

- ❑ 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 one 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 attached to the application in PRISM Online. 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 one month before the board considers approving funding. See *Manual 3: Acquisition Projects*.
- ❑ Provide **any other requested pre-agreement materials** (e.g., cultural resource documents, [electronic signature authorization form](#), permits, project schedule or [milestone worksheet](#)) as required by RCO.

Step 8: Sign Grant Agreement—after July 1, 2025

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:
 - *Manual 7: Long-term Obligations*
 - *Manual 8: Reimbursements*
- ❑ Review the [Successful Applicant Workshop materials](#); then implement the project.
- ❑ If an applicant held a public hearing or meeting, **provide a follow-up public notice** to those people who attended the meeting to inform them of the project's final design. This notice may be sent via regular postal mail or email. A copy of the notice must be provided to RCO.

Comply with RCO's Range and Course Safety policy outlined in Manual 11.

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