Applicant's To-Do List

Nonhighway and Off-road Vehicle Activities Program–Education and Enforcement Category

This to-do list is designed to help an applicant prepare and submit a grant application for the Nonhighway and Off-road Vehicle Activities Program (NOVA)–Education and Enforcement Category.

Grants may be used to support the provision of quality opportunities for NOVA recreationists–opportunities that protect user needs, are environmentally responsible, and minimize conflict between users. Funding is intended to encourage responsible recreational behaviors through positive management techniques.

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: Counties, federal agencies, municipalities, Native American tribes, state agencies, and eligible off-road vehicle nonprofit organizations.

❑ 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 13: Nonhighway and Off-road Vehicle Activities Program: Education and Enforcement*):

  o Register with the State of Washington as a nonprofit. Verify "active" status with Washington's Secretary of State.

  o Will name a successor as required by state law.

  o Has been active in trail-related activities for at least three years.

- o Does not discriminate on the basis of age, disability, gender, income, race, religion, or sexual orientation.

- o 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 manual for this grant program:

  - o *Manual 13: Nonhighway and Off-road Vehicle Activities Program–Education and Enforcement Category*

- ❑ 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).

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.

- ❑ **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** (non-profit applicants only). For a project on publicly owned property, provide an RCO Landowner Agreement Form, or comparable agreement. For a project on privately owned property, provide a lease, easement, or other agreement per the control and tenure requirements in *Manual 4: Development Projects*.

❑ **Evaluation: Packet Visuals**. Up to two pages of photographs or other graphics such as schematic drawings, renderings, etc. Applicants may submit visuals in a collage style with several images on each page.

❑ **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 RCO staff and evaluators 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.

❑ **Map: Trail and/or Facility Map.** Up to two, single-sided pages showing the geographic scope and extent of the project including the trails and trail systems, or the facilities (such as campgrounds and trailheads), and features (peak, lake, river) that a typical user would expect to experience. The maps should show the complete area to be patrolled or maintained.

❑ **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.

❑ **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 when responding to the Project Support evaluation question. **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, 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: Technical Review–November 1 to December 16, 2024

RCO staff 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–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.

- ❑ **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 <u>resubmit</u> the application in PRISM Online by the technical completion deadline or the application will be deemed ineligible.

Step 6: Evaluation Questions and Answers–March 10-12, 2025

Evaluators will review PRISM application information, which includes written responses to the evaluation criteria and attachments such as maps, plans, visuals, and letters of support or concern. Evaluators are typically given about four to five weeks to score the projects. The dates for scoring projects this year are February 3 to March 17, 2025.

Applicants will participate in a mandatory virtual Question and Answer session with evaluators on **March 10, 11, or 12**. RCO will schedule a ten-minute session for each project. Evaluators may ask clarifying questions and will score each project using the board-adopted evaluation criteria. Following these sessions, evaluators will finalize and submit their scores.

RCO staff tabulates the results and meets 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

- ❑ If match is included in the proposal, 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 any other requested pre-agreement materials (e.g., [electronic signature authorization form](#)) 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 the 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.

Updated July 31, 2024