

Applicant's To-Do List

Nonhighway and Off-Road Vehicle Activities Program—Education and Enforcement Category

This to-do list is designed to help you 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 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 herein, go to the [grant Web program 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.

- If you are a first-time applicant, submit a legal opinion to establish eligibility.
- If you are a nonprofit, you must verify eligibility (also see Section 2: Program Policies in *Manual 13, Nonhighway and Off-road Vehicle Activities Program: Education and Enforcement*):
 - Registered with the State of Washington as a nonprofit. Verify “active” status with Washington’s [Secretary of State](#).
 - Will name a successor as required by state law.
 - Has been active in trail-related activities for at least 3 years.
 - Does not discriminate on the basis of age, disability, gender, income, race, religion.

- Nonprofit applicants must provide a copy of their Articles of Incorporation and By-Laws. Please e-mail 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 13, Nonhighway and Off-road Vehicle Activities Program—Education and Enforcement Category*

Step 3: Submit Application-November 1, 2020

PRISM Online Application

PRISM will open in August. To start your application, go to [PRISM Online](#) 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.

- ❑ **Authorizing Resolution/Application Authorization** (due by the technical completion deadline, see Step 5 below) to show the application is authorized and 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** (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. You 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/or 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.** 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.

Note that letters and other documented expressions of project support or concern submitted with the application will be made available for advisory committee review. You also should 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 you start your application, it and most attachments will be available for review by RCO staff, evaluators, and the public.

Step 4: Technical Review-November 2-December 18, 2020

RCO staff reviews the application for eligibility, completeness, and clarity and then returns the application with committee feedback, 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 authorized and 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 resubmit the application in PRISM Online by the technical completion deadline or the application will be deemed ineligible.

Step 6: Project Evaluation- February 1-March 5, 2021

RCO provides the advisory committee with the applications for review and evaluation. Evaluators are typically given 4-5 weeks to score the projects.

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 Web Site.

Step 7: Submit Pre-Agreement Materials-May 1, 2021

- If match is included in your proposal, 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 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 you to execute a project agreement before work begins.

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

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