Applicant’s To-Do List
Nonhighway and Off-Road Vehicle Activities Program

Nonhighway Road • Nonmotorized • Off-Road Vehicle Categories

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)–Nonhighway Road (NHR), Nonmotorized (NM), and Off-Road Vehicle (ORV) categories.

Grants may be used to:

- Serve people who, for the most part, recreate on or adjacent to nonhighway roads (nonhighway road)
- Serve people who access trail-related activities via a nonhighway road for uses such as bicycling, cross-country skiing, hiking, horseback riding, or snow shoeing (nonmotorized)
- Serve people who use ORVs for recreation including but not limited to riding an all-terrain vehicle, four-wheel drive vehicle, or motorcycle (ORV)

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 Recreation and Conservation Office (RCO) application process.

NOTE: for all documents, forms, and manuals referenced herein, 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 ORV nonprofit organizations.

- A first-time applicant must submit a legal opinion to establish eligibility.
- Nonprofit applicants must verify eligibility (also see Section 2: Program Policies in Manual 14, Nonhighway and Off-road Vehicle Activities Program:
  - Registered with the State of Washington as a nonprofit. Verify “active” status 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.

☐ For acquisition, development, and planning projects only, make sure the applicant’s current recreation plan is on file with RCO. Plans are due September 1, 2022. 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 category:
  - Manual 14, Nonhighway and Off-Road Vehicle Activities Program: Nonhighway Road, Nonmotorized and Off-Road Vehicle categories
  - 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’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 prior to the technical completion deadline.

### Step 3: Submit Application-November 1, 2022

**SecureAccess Washington Account**

Before beginning an application, an applicant must sign up for a SecureAccess Washington account and 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 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. 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 below) to show the application is authorized and 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.

- **Control and Tenure Documentation** (development, maintenance, 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.
  - If proposing a maintenance project on property not owned by the applicant, submit a Landowner Agreement for Maintenance Projects.

- **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–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 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 grant assistance 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.

- **Map: Trail and/or Facility Map** (development, maintenance, and planning projects only). 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**. 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 when responding to the Project Support evaluation question. **Please combine 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 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 2 to December 16, 2022**

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 20, 2023**

- 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 the applicant’s organization. An applicant must adopt the text verbatim even if using a different format.
- **Environmental Clearance**: submit environmental and cultural resources clearance documentation unless this will be completed during the design phase of a Development or Planning project.

- 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 27 – March 3, 2023

Participation in the project evaluation meeting is mandatory for all projects considered for funding. All presentations are given virtually.

- Prepare a PowerPoint presentation responding to the evaluation criteria found in Manual 14. Note that handouts or other materials will not be permitted. For more information, see *Tips for Developing a PowerPoint Presentation for Grant Applications*. 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 3 business days before the scheduled evaluation.

- Present the project to the advisory committee. Evaluation sessions for these categories are 20 minutes in length. An applicant will have up to 12 minutes to present a project. The remaining 8 minutes are reserved for questions and deliberation by the advisory 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 Web Site.

### Step 7: Submit Pre-Agreement Materials-May 1, 2023

- If match is included in your 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 1 calendar month before the board funding meeting per Washington Administrative Code 286.

- Provide **Control and Tenure Documentation** if not already completed in the 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 proposing a maintenance project on property not owned by the applicant, submit a Landowner Agreement for Maintenance Projects.

☐ If a combination project, an applicant must secure the property at least 1 month before the board considers approving funding (see Manual 3).

☐ Provide any other requested pre-agreement materials (e.g., environmental permits, project schedule) as required by RCO.

Step 8: Sign Project Agreement—after July 1, 2023

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.

☐ If not already provided at the Technical Completion Deadline, submit documentation of compliance with the State Environmental Policy Act or National Environmental Policy Act, unless this will be included in the design phase of a Development or Planning project. Documentation must be submitted to RCO within 2 months of funding approval (by approximately August 31, 2023) and before RCO will issue a project agreement. See Manual 14 for details. If permitting is included, a determination will be needed before RCO will issue a notice to proceed to construction.

*Updated August 2022*