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 snowshoeing (nonmotorized)*

- *Serve people who use ORVs for recreation including but not limited to riding an all-terrain vehicle, four-wheel drive vehicle, or off-road motorcycle*

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 ORV 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 14: Nonhighway and Off-road Vehicle Activities Program)*:

- Register 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 three years.

- 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.

For acquisition, development, and planning projects only, make sure the applicant's current recreation plan is on file with RCO. Plans are due September 3, 2024. A plan establishes eligibility for six years with RCO so check to see if a plan already is on file. See *Manual 2: Planning Policies and Guidelines* and [Planning Requirements.](#)

Step 2: Review Materials

❑ Review the appropriate Recreation and Conservation Funding Board manuals for this grant program:

- *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*

❑ 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.

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, 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.

    - o If proposing a maintenance project on property not owned by the applicant, submit a Landowner Agreement for Maintenance 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.

- ❑ **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.

- ❑ **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: 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** (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 features (peak, lake, river) that a typical user would expect to experience. The maps should show the complete area to be planned, developed, 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, 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.

❑ **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 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 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.

❑ Attach **Environmental Clearance** document (maintenance projects only): submit environmental and cultural resources clearance documentation.

❑ **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: Evaluation Questions and Answers Session–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 10 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 **Control and Tenure Documentation** 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.

   o 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 one month before the board considers approving funding (see *Manual 3*).

❑ Provide **any other requested pre-agreement materials** (e.g., cultural resource documents, electronic signature authorization form, environmental permits, project schedule or milestone worksheet for acquisition, development, or planning projects) 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:

   o *Manual 7: Long-term Obligations*

   o *Manual 8: Reimbursements*

❑ Review the Successful Applicant Workshop materials; then implement the project.

❑ If not already provided, submit documentation of compliance with the State Environmental Policy Act or National Environmental Policy Act, unless this is included in the design phase of a Development or Planning project. Documentation must be submitted to RCO within two months (approximately August 31, 2025) of funding approval and before RCO will issue a grant 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.

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