

# Applicant's To-Do List

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## Recreational Trails Program

This to-do list is designed to help applicants prepare and submit a grant application for the Recreational Trails Program (RTP).

*Grants may be used to reduce the backlog of deferred maintenance on recreational trails and trail-related facilities that provide a backcountry experience for both non-motorized and motorized trail uses. Under limited circumstances, new "linking" trails, relocations, and education proposals also are eligible.*

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 [grant manuals Web page](#).

### Step 1: Establish Eligibility

**Eligible Applicants:** municipal agencies (cities, towns, counties, school districts, etc.); state agencies; federal government agencies; tribal governments; other government entities (multi-state public agencies and others); nonprofit organizations; municipal corporations such as port districts, park and recreation districts, public utility districts, may be eligible if legally authorized to develop and maintain recreation facilities.

- 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 16, Recreational Trails Program*):
  - 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 16, Recreational Trails Program*
  - *Manual 4, Development Projects*

Applicants for development or maintenance projects, and 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 statuses 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-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.

- ❑ **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 and maintenance 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.
- ❑ **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: 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 grants at the site. See *Manual 4, Development Projects*, for additional details and boundary map requirements.
- ❑ **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, trailheads, 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, developed, 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.

- ❑ **RCO Fiscal Data Collection Sheet.** For non-federal applicants only.
- ❑ **Site Plan: Development Site Plan** (development projects only). One, single-sided page, which shows 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, development design, 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 support when responding to the Project Support evaluation question.

**Please combine all letters into one PDF and attach to the project in PRISM**

Also 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 2 to December 16, 2022**

RCO staff reviews the application for eligibility, completeness, and clarity and then returns the application with questions or suggested changes.

#### **Step 5: Re-Submit Application by Technical Completion Deadline-January 13, 2023**

- ❑ Address issues raised during application review and may make modifications, if needed.
- ❑ Submit an **Authorizing Resolution/Application Authorization** to show the application is 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:**
  - Federal applicants and applicants with projects on federal land must submit environmental and cultural resources clearance documentation, unless this will be completed during the design phase of a Development project.
  - Applicants with projects on non-federal land must reach out to the RCO grants manager to facilitate obtaining environmental and cultural resources clearance.
- ❑ 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 to March 3, 2023

RCO provides the advisory committee the applications for review and evaluation. Evaluators are typically given about 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, 2023

- 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 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.
- 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 the grant awards, contingent on Congressional approval of funding for RTP. RCO works with the applicant 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 the project.
- If not already provided at the Technical Completion Deadline, submit documentation of compliance with the National Environmental Policy Act and National Historic Preservation Act (development and maintenance projects only), unless this will be

included in the design phase of a Development 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 16 for details. If permitting is included, a determination will be needed before RCO will issue a notice to proceed to construction.

*Updated August 2022*