

Applicant's To-Do List

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 the 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 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.

- If you are a first-time applicant, submit a legal opinion to establish eligibility.
- If you are a nonprofit applicant, 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 your organization is out of compliance, this advance inquiry may give you time to change your status before the technical completion deadline.

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** (development and maintenance projects only). Include property ownership information such as a deed, and any applicable lease,

easement, use agreement, Memorandum of Understanding with a public agency, or the applicable RCO *Landowner Agreement Form* with required supporting tenure documents. See *Manual 4, Development Projects*, for additional details about control and tenure.

- ❑ **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: Area of Potential Effect** (development and maintenance projects only) shows the geographic areas where a project may change, directly or indirectly, the character or use of historic properties or archaeological resources. The map must include a polygon of the entire project area and should show location-identifying features such as section, township, and range. For most projects a topographic base map is most appropriate, though in densely populated urban settings an aerial base map can be used.
- ❑ **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 project 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 all 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. You also must 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 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 to December 18, 2020

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 14, 2021

- ❑ 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 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 to March 5, 2021

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, 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 the grant awards, contingent on Congressional approval of funding for RTP. RCO works with the applicant to execute a project agreement before work begins.

- You 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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