

Applicant's To-Do List

Local Parks Maintenance (LPM)

Updated August 11, 2023

This to-do list is designed to help applicants prepare grant applications for the Local Parks Maintenance grant program.

Grants are available to address maintenance backlogs at local parks. Grants can be used for general maintenance of things such as trails, restrooms, picnic sites, playgrounds, signs, and kiosks.

LPM has the following two categories:

- **Multisite:** Available for applicants who are not proposing ground-disturbing activities or work on structures more than 50 years old and which likely will not impact cultural resources. Work may be proposed at multiple sites and money is available across fiscal years.
- **Single site:** Available for applicants who are proposing ground-disturbing activities and/or work on structures more than 50 years old and which likely will impact cultural resources. Work only may be proposed at a single park site and the activities involving ground disturbance or work on older structures only may be funded in the second fiscal year.

Applicants must submit the information required through [PRISM Online](#), an online project data system used by the Washington State Recreation and Conservation Office (RCO) for managing grants. PRISM will guide the applicant step-by-step through the application process. Applicants must request both a [SecureAccess Washington](#) account and a [PRISM account](#).

NOTE: for all documents, forms, and manuals referenced here, visit the [grant web page](#) and [grant manuals web page](#).

Eligible Applicants: cities, counties, and towns; parks and recreation districts; port districts; public facilities districts and Native American tribes.

Step 1: Review Materials

Review and download application materials, as well as the following RCO policies and supporting materials for this grant:

- [Manual 27: Local Parks Maintenance](#)
- LPM Eligible Activities Decision Tool
- LPM Operating Budget Guidance
- [Manual 8: Project Reimbursements](#)

LPM is a new grant program with project types, eligible activities, and a funding source different from other RCO programs that support local parks. RCO strongly encourages applicants to review these materials closely before scoping an application and contacting outdoor grants managers with specific questions.

Step 2: Submit Application by September 18, 2023

To start a grant application, be sure to complete the account set up steps listed above, then go to PRISM Online to access the Application Wizard and select "+New Application." Select the Local Parks Maintenance grant program and the type of application (Local Parks Maintenance Multisite/Tier 1 or Local Parks Maintenance Single-Site/Tier 2).

Applications must be submitted by September 18, 2023 at 11:59 p.m. RCO staff will review the application for eligibility, completeness, and clarity. Applications deemed incomplete may be removed from the competition.

PRISM Application Tips

- Please read the application instructions on each PRISM page. They are there to help!
- Follow the order of the application pages when making initial entries. If a page in the application is blank, that is probably because information wasn't entered on a previous page to populate the following pages.
- All questions must be answered on the Evaluation Criteria page. The answers will be used by the evaluators to score projects.
- Use the "i" icon next to each Evaluation Criteria to expand the question.

- On the Metrics pages, click on the yellow notepad icon next to text fields to add additional information. Notes should be added if “Other” was selected.
- If pasting in text from a Word document, be sure to proofread the entry because PRISM sometimes will alter the formatting and punctuation.

PRISM Attachments

There is an Attachments page in the PRISM Online application where every applicant must attach the following:

- Electronic signature authorization/routing form

Step 3: RCO Completes Technical Review September 19-27, 2023

RCO reviews the application for eligibility and completeness and may seek clarification from the applicant. **NOTE:** please ensure that a project contact is available during this time in case your grants manager needs to contact you and clarify or edit something in your application.

Step 4: Evaluators Score Projects September 28-October 25, 2023

RCO provides applications to the evaluators for review and scoring. RCO staff then tabulate the results and post the preliminary ranked list on its LPM web page under Grant Award History.

Step 5: RCO Awards Grants October 31, 2023

RCO will award grants to projects on the list in ranked order after funding is approved by the RCO director.

Step 6: RCO Issues Grant Agreements November 2023 (Estimate)

RCO will issue grant agreements to funded projects in the late fall of 2023. An agreement must be in place before work may begin.

All funded project sponsors are strongly encouraged to participate in the Successful Applicant Webinar during the late fall of 2023. Watch the grant program web page for the date.