



# Local Parks Maintenance Application Webinar

## WELCOME!

Dan Haws, Outdoor Grants Manager  
Nick Norton, Policy and Planning Specialist



WASHINGTON STATE  
Recreation and  
Conservation Office

# Agenda

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- Resources
- Local Parks Maintenance (LPM) Program Overview
- Project Types and Scoping
- How to Apply
- Review, Evaluation, and Funding
- Project Implementation
- Questions





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# Recreation and Conservation Grants Team



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# Outdoor Grant Managers

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- Assist in the application process
- Review projects for eligibility and completeness
- Help applicants prepare for implementation
- Monitor active project progress
- Approve reimbursement requests
- Conduct project close-out





# Online Resources

The screenshot shows the website's navigation and main content area. The 'Grants' menu item is circled in red. The 'Grant Programs' grid includes a box for 'LPM' which is highlighted with a blue border.

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English PRISM Login Boards Project Search

**Grants** What We Do Get Involved About Us Contact Us

**Grant Details >**

- Grants Overview
- Find a Grant
- Apply for a Grant
- Grant Requirements
- Protecting Cultural Resources
- Grant Manuals
- Evaluation
- Post Award Information
- Contact a Grants Manager

**Grant Programs >**

ALEA >	ESRP >	NOVA - Education >	WCRRRI >
BAFBRB >	FARR >	NOVA - Trails >	WWRP - Farmland >
BFP >	FFPPP >		
BIG >	<b>LPM &gt;</b>		
CFP >	LWCF >		
COAF >	NCLI >		

## Application Resources

[GRANT MANUAL](#)

## LPM Resources

- [Applicant's To-Do List](#)
- [Eligible Activities Decision Tool](#)
- [LPM Applicant Authorization Electronic Signature](#)
- [Operating Budget Guidance](#)

The screenshot shows the LPM application page with key details and call-to-action buttons.

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English

Grants What We Do

## LPM

### Local Parks Maintenance Grants

FUNDING	GRANT LIMIT	MATCH REQUIREMENT
\$5 million	\$100,000	None
<a href="#">Details</a>	<a href="#">Details</a>	<a href="#">Details</a>

START YOUR APPLICATION [Learn How To Apply >>](#) [CONTACT STAFF](#) [APPLY NOW](#)

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# LPM Program Overview

# Funding

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- One-time appropriation \$5M
  - \$2.5M in state fiscal year 2024
  - \$2.5M in state fiscal year 2025
- In the 2023-2025 operating budget
- - From the state general fund
- Funding limited to \$100,000 per organization
- We don't know if they will be additional funds in future biennia



# Eligible Entities

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- Cities and towns
- Counties
- Park and recreation districts
- Port districts
- Public facilities districts
- Native American tribes

Projects may only be proposed for funding on land owned by an eligible entity!

Only one application per eligible entity.





# Timeline and Process

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# Project Types and Scoping

# Deferred Maintenance

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- This program only funds deferred maintenance
- Involves repair, upkeep, or partial replacement
- Routine/operational maintenance is not eligible
- Development, renovation, or improvement is not eligible
- Review the eligible activities decision tool before reaching out to your grant manager!





# Example: Soccer Field

Project Type	Development	Renovation	Routine Maintenance	Deferred Maintenance
Activity	Adding a new soccer field	Adding lighting Grass to turf upgrade Replace old turf	Marking or mowing fields for gameday	Reseeding Repairing goals Fixing irrigation
Eligible for LPM?	NO	NO	NO	YES!



# Example: Restroom

Project Type	Development	Renovation	Routine Maintenance	Deferred Maintenance
Activity	Installing new vault toilet	Adding new toilet New outdoor lighting	Cleaning stalls Pumping tank	Fixing old roof Replacing toilet Repairing plumbing
Eligible for LPM?	NO	NO	NO	YES



NOTE: Small additions or retrofits to meet accessibility standards are considered deferred maintenance for LPM



# Cultural and Historic Resources

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# Types of Deferred Maintenance

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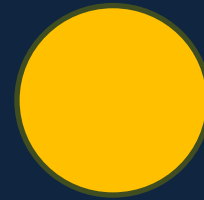
## Tier 1 Activities

Do not involve ground disturbing actions

Do not involve work on structures older than 50 years

Can be proposed in a multi-site/tier 1 application or single-site/tier 2 application

Can spend money to do as soon as grant agreement is signed



## Tier 2 Activities

Involve ground disturbing actions and/or...

...involve work on structures older than 50 years

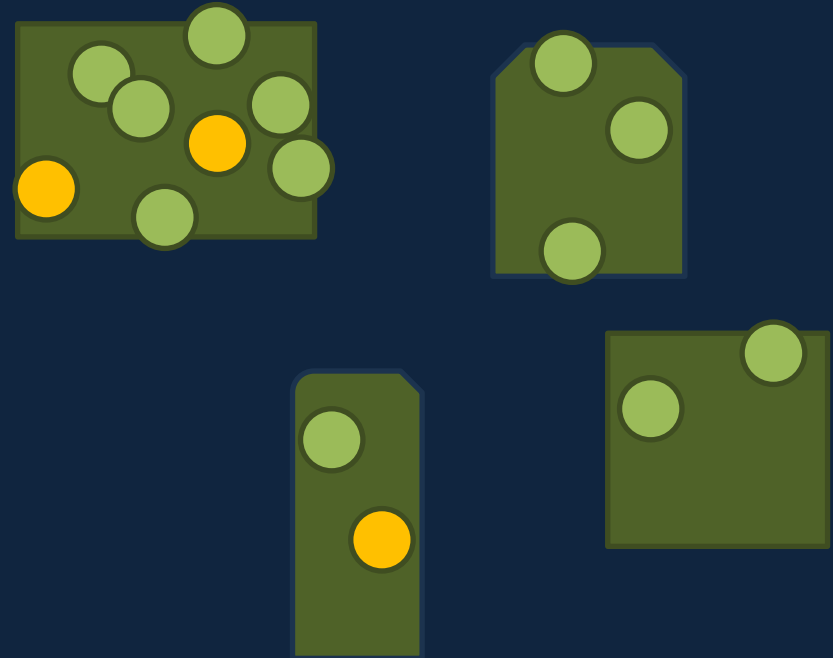
Can only be proposed as part of a single-site/tier 2 application

Money for implementation is only available after July 1, 2024 (1 year to spend).

# Two Application Options



## Multi-site/Tier 1 Application

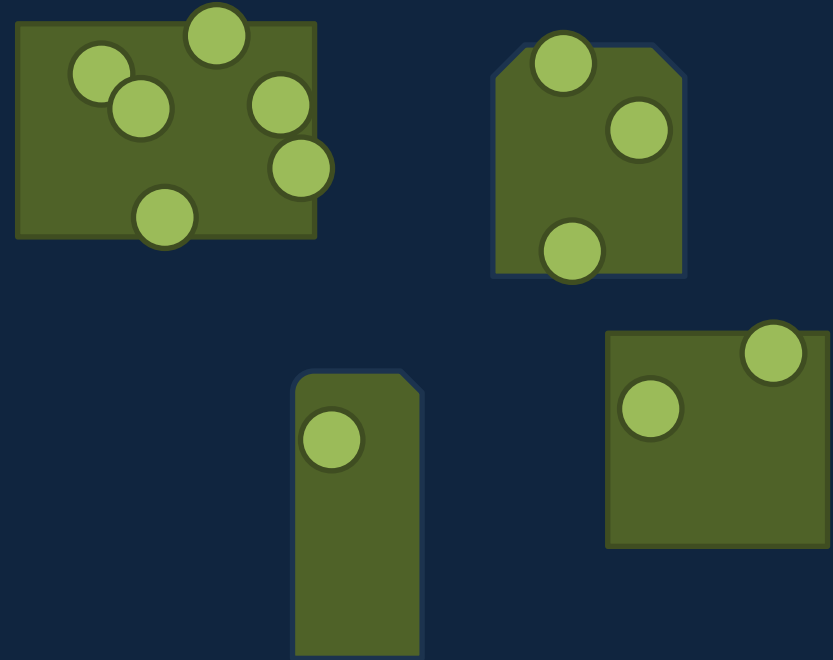


## Single-site/Tier 2 Application

# Multi-site/Tier 1 Application

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- Defined by not needing cultural resource compliance (all Tier 1 activities)
- No min or max on number of park sites where work can be done
- RCO strongly recommends utilizing this option if possible

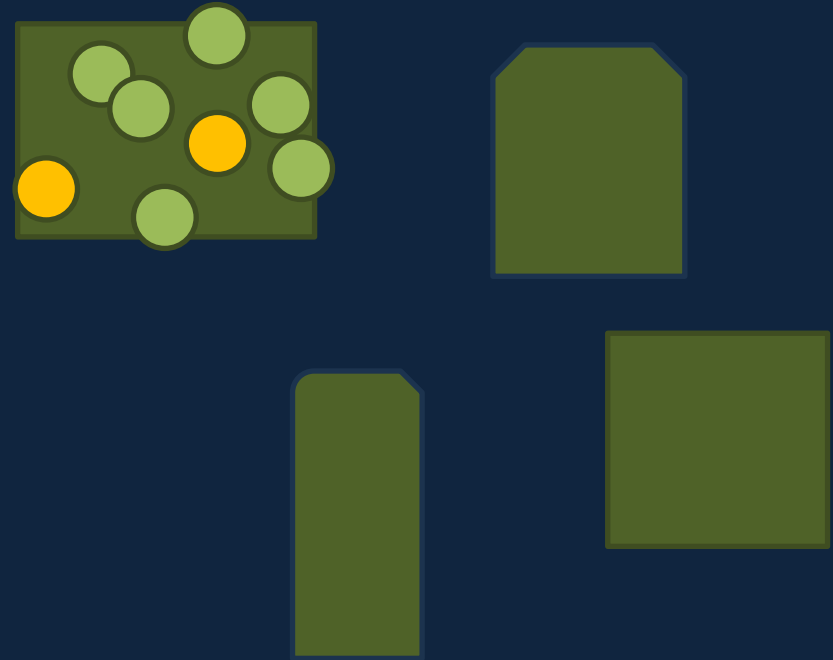




# Single-site/Tier 2 Application

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- Defined by the presence of a Tier 2 activity that requires cultural resources review and compliance
- All work must be limited to a single park site
- May have both Tier 1 and Tier 2 activities at that park site



# Eligible Costs

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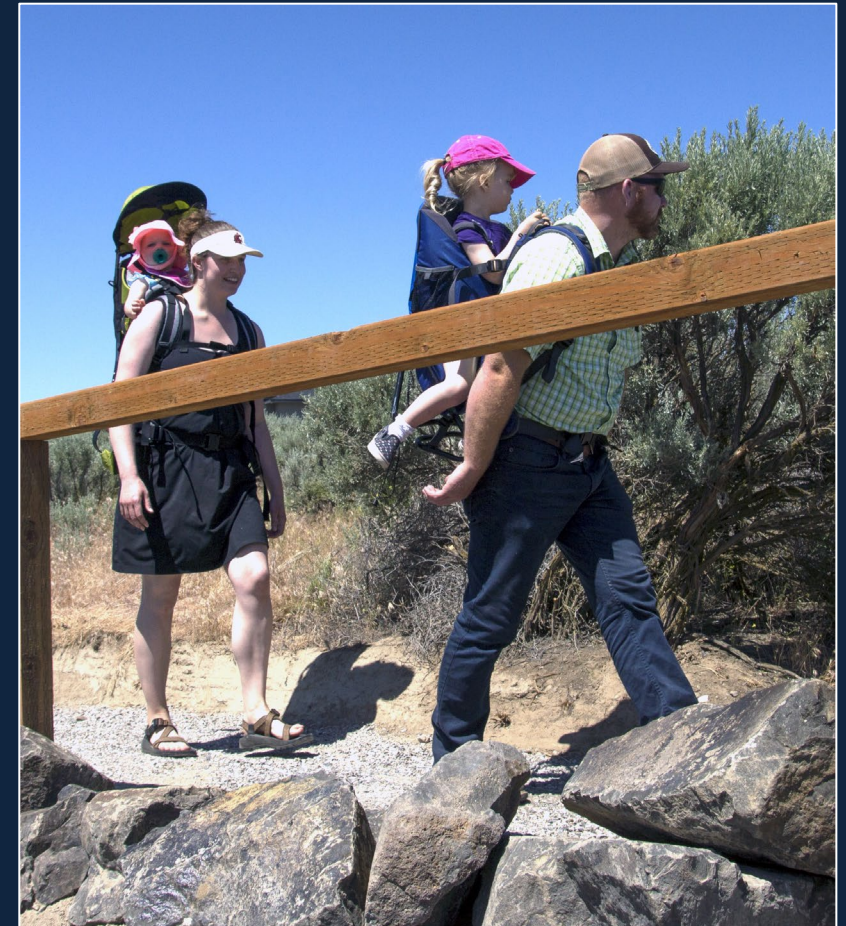


- Equipment purchase/rental/repair
- Contract services
- Salaries and benefits
- Volunteer liability insurance
- Materials & supplies
- Transportation
- Permits
- 5% project administration
- Cultural resources (Single-site/Tier 2)

# Fiscal Considerations

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- Operating dollars are unique
  - No extensions (all projects end 6/30/25)
  - No cost increases
  - No carry over b/t state fiscal years
  - Must bill quarterly through project period
- Funded applicants will work with their grant manager to create a budget & spending plan
- Assume any money under or overspent in each fiscal year cannot be recouped.
- Read our operating budget guidance document!

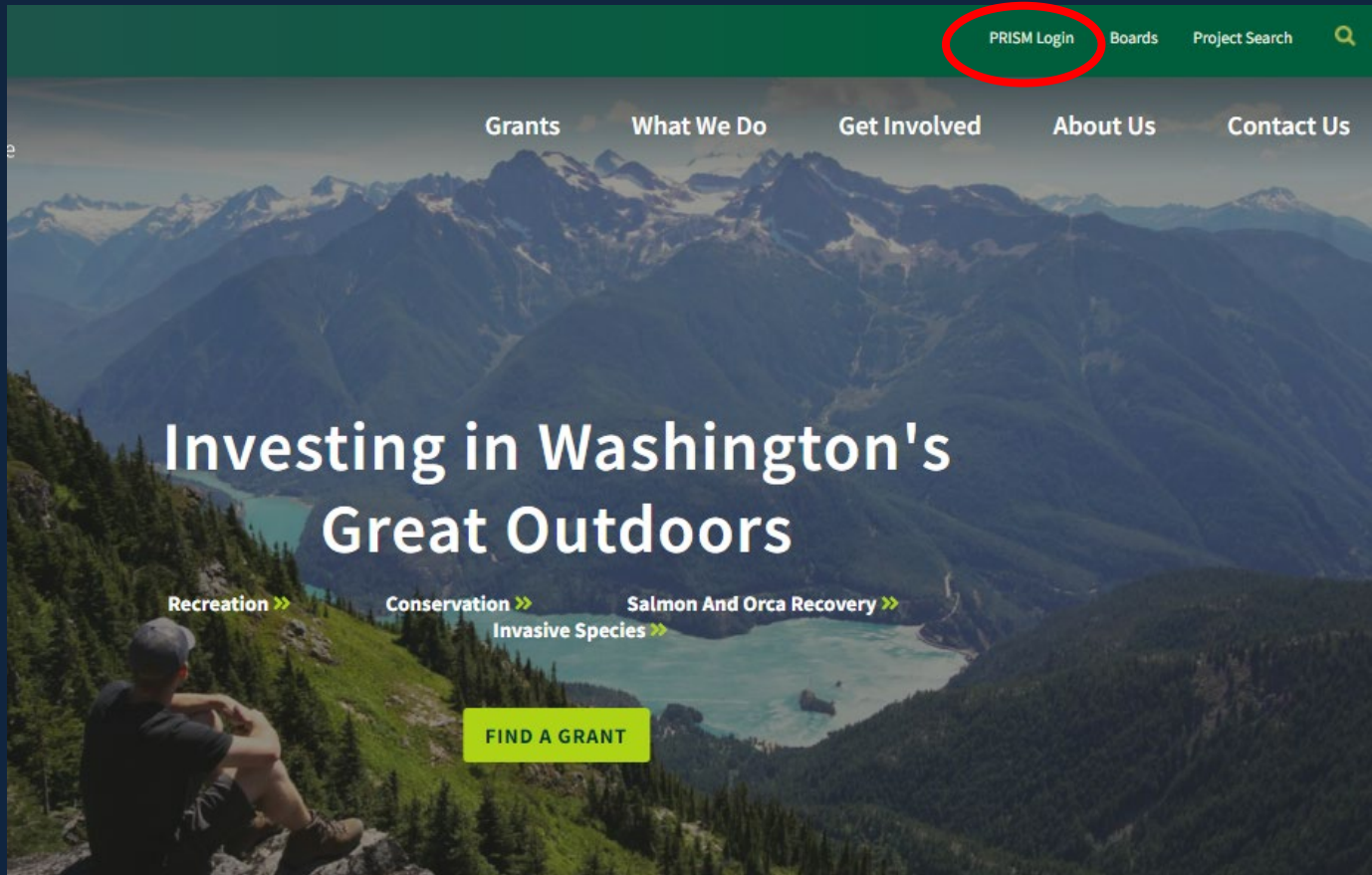




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# How to apply

# PRISM Account



- Complete PRISM New User Account Form
- Create a SAW account
- Add a new service to SAW ("PRISM Online")
- Complete a double sign-on
- Instructions can be found on our [PRISM webpage](#)

**PRISM Online works best using the following Internet browsers: Edge, Chrome, Firefox, or Safari (Internet Explorer is NOT recommended).**

# New Application

The screenshot displays the PRISM online application interface. At the top, the PRISM online logo is on the left, and navigation links for Home, Menu, Sponsor Resources, Staff Resources, and Help are in the center. The user name Lan Nicolai is on the right. Below the navigation bar, a red circle highlights the '+ New Application' button. To the right of this button are links for Project Actions, Project Search, and Alerts. Below these links are search filters for Proj #, Type, Sponsor, and Project Name, along with Apply and Clear buttons. A detailed 'NEW APPLICATION' form is overlaid on the right side of the screen. This form is divided into two main sections: 'GETTING STARTED' and 'NEW APPLICATION'. The 'GETTING STARTED' section includes links for Planning Requirements, Funding Programs, Contact an RCO Grant Manager, and Instructional Videos. The 'NEW APPLICATION' section contains instructions and form fields for selecting a sponsor, program, project type, and project name. It also includes buttons for 'Start New Application' and 'Cancel', and a 'Go to Project' search field at the bottom.

**PRISM online** Home Menu Sponsor Resources Staff Resources Help Lan Nicolai

+ New Application Project Actions Project Search Alerts

EXPORT COLUMN OPTIONS

Proj # Type Sponsor Project Name

Apply Clear Use the filters above to narrow the search criteria, then click Apply.

### GETTING STARTED

- Planning Requirements (Required for Recreation and Conservation Grants)
- Funding Programs
- Contact an RCO Grant Manager
- Instructional Videos

### NEW APPLICATION

Choose a sponsor for the application. Only programs that the selected sponsor is eligible to apply for will show in the list of program buttons.  
Salmon conservation applications begin in the Salmon Recovery Portal; contact your Lead Entity contact or Grant Manager to get started.

First, select the sponsoring organization for the application

Second, select the program for which you are applying

Third, Select the project type that best fits your project

Last, enter a name that uniquely describes your project. Including location and activity can be helpful (Max 50 characters)

Start New Application Cancel

Already started an application, enter project number or search:

Go to Project: GO

Search for Project

“Local Parks Maintenance  
Multisite/Tier 1”

“Local Parks Maintenance  
Single-site/Tier 2”



# Completing an Application

**PRISM** online

Home Menu Sponsor Resources Staff Resources Help

TEST Karl Jacobs

**APPLICATION WIZARD**

PROJECT: 23-1513 MNT, TEST-LPM-SINGLESITE-KJ  
Sponsor: Auburn City of Program: Local Parks Maint Single-Site Status: Preapplication

Back Check Page for Errors Save Next Complete

**PARTIES TO THE AGREEMENT**  
If your application is approved for funding, the following Sponsors will sign the Grant Agreement and be bound by its terms and conditions.

**PRIMARY SPONSOR**

City of Auburn

Verify the information on file for the organization. Enter any updates to the information in the Org Notes field.

State WA Zip 98001-4998

Vendor # SWV0002069-00

UBI

Date Org created

Org Notes

link to Organization profile  
link to PRISM Organization page  
 Org data updated

**SECONDARY SPONSORS** + Add Sponsor  
Secondary Sponsors must sign the Grant Agreement. Secondary sponsors are required when they will h... more

**Navigation tree**

- PROJECT DETAILS
  - Parties
  - Contacts
  - Program & Project Type
  - Worksites & Properties
  - Worksite Details
- QUESTIONS
  - Project Proposal
  - Evaluation Criteria
- METRICS
  - Maintenance Metrics
  - Overall Project Metrics
- COSTS
  - Maintenance Cost Estimates
  - Cost Summary
- Cultural Resources
- Attachments
- Staff Scores
- Submit Application
- Review Comments
- Grant Manager Comments
- Change Log

# Key Pieces of an Application

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- **Short answer questions**
  - Project description (1500 characters)
  - Need and impact (2500 characters)
  - Readiness to proceed (1000 characters)
  - Cultural resources Qs (Tier 2 only)
- **Project metrics**
  - Budget estimates for key aspects of proposal (equipment, maintenance, permits, cultural resources, etc.)
- **One Attachment**
  - Applicant authorization/electronic signature form!
  - No budget attachment required

# Application Tips

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Communicate with your Grants Manager

Read manuals and all resources closely

Save To-Do List

Start application now

Scope and budget strategically

Plan for permitting and cultural resources

Keep it above ground and away from older structures

Confirm eligibility of activities before submission

Don't leave money on the table





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# Review, Evaluation, and Funding

# Technical Review

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- RCO staff reviews application for eligibility and completeness during September 18 – 27.
- Staff may request clarification from applicant, which must be addressed within 48 hours.
- There will be no opportunity to address eligibility issues or improve your application after initial submission.

# Evaluation Criteria

<b>Need &amp; Impact</b>	Priority and impact of the proposed maintenance activities	0-15 pts	Evaluation Team
<b>Readiness to Proceed</b>	Ability of the applicant to complete activities within the biennium	0-5 pts	Evaluation Team
<b>Social Vulnerability</b>	Social Vulnerability Index of the jurisdiction or site	0-10 pts	Staff
<b>Local Low Income</b>	Median household income relative to the county or state mean	0-10 pts	Staff







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# Project Implementation

# Prior to Implementation

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- Development of **spending plan** with RCO staff
  - Expenses by state fiscal year
  - Expenses by Tier 1 and Tier 2 activities
- Develop and sign a **project agreement** together with your grant manager.

## Project Agreement Contains:

- Standard terms and conditions
- Scope of work
- Time period for performance
- Grant funding amount
- Budget and allowable costs
- Reporting requirements
- Long-term obligations (equipment only)



# Project Implementation

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Receive Funding  
in November 2023  
(estimate)

State Fiscal Year  
2024 (ends  
6/30/24)

- Implement Tier 1 activities
- Cultural resources compliance for Tier 2

State Fiscal Year  
2025 (ends  
6/30/25)

- Implement Tier 1 activities
- Implement Tier 2 activities

Complete project  
by June 30, 2025  
(no extensions)



Questions?



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