ESRP Shore Friendly Program Application Attachment Checklist

All ESRP applications must be submitted in PRISM Online. Note that PRISM is designed to check for certain required attachments, but it cannot check for all. Use the application checklist below to ensure you attach all required application material to PRISM.

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|  | **PRE-PROPOSAL PRISM Online Attachment Checklist Items** | **Template / Form Link** |
|   | **Draft Budget Worksheet.** RCO recommends using its template or similar format. Attach in PRISM and clearly label “Draft Budget Worksheet.”   | [Spreadsheet](https://rco.wa.gov/wp-content/uploads/2024/01/ESRP-ShoreFriendlyBudgetSpreadsheet.xlsx)  |
|  | **Project location or vicinity map*** Provide program scope and coverage map. Maps should show nearby towns and major roads.
 | Applicant Creates  |
|  | **FINAL APPLICATION PRISM Online Attachment Checklist Items****(the following are in addition to your Pre-Proposal Application requirements)** | **Template / Form Link** |
|   | **Final Budget Worksheet.** Update the Draft Budget Worksheet, as needed, and attach in PRISM labeled “Final Budget Worksheet.”   | [Spreadsheet](https://rco.wa.gov/wp-content/uploads/2024/01/ESRP-ShoreFriendlyBudgetSpreadsheet.xlsx)  |
|  | **Incentives Structure Worksheet.** RCO recommends using a similar format provided as an example. Attach in PRISM and clearly label “Final Incentives Worksheet.”   | [Spreadsheet](https://rco.wa.gov/wp-content/uploads/2024/01/ESRP-ShoreFriendlyIncentivesStructureWorksheet.xlsx) |
|  | **Visual Scope of Work** (see [examples](https://rco.wa.gov/wp-content/uploads/2022/01/ESRP-VisualScopesofWorkExamples.docx) on RCO Website)* See RFP: Step 4 C of the Application and Review Process for details.
 | Applicant Creates  |
|  | **Six-Year Activities Schedule:*** A six-year schedule of activities that includes discrete tasks, deliverables, and target outcomes.
 | Applicant Creates  |
|   | **Applicant Resolution and Authorization** is required for any applicant that will sign the project agreement.  | [Form](https://rco.wa.gov/wp-content/uploads/2020/05/ApplicantAuthorizationResolution.pdf)  |
|   | **Additional attachments (optional)**Supporting documents may be provided in order to improve reviewers’ ability to evaluate proposals. Please combine any additional attachments into a single PDF. | Applicant Creates  |