

Quick Reference Guide

1. **[Log On to PRISM](#)**—PRISM works best in Microsoft Edge or Google Chrome. Do not use Internet Explorer. Each advisory committee member must have a SecureAccess Washington account to access PRISM.
2. **[Navigate to the Evaluation Page](#)**—Click *Menu* then *Review and Evaluation*.
3. **[Select Project for Review](#)**—Select the project for review from the list.
4. **[Review Project Materials](#)**—Review the project information on the left of the screen. Enter scores and any comments for each criterion on the right side of the screen. Comments and scores will be saved automatically.
5. **[Move to the Next Project](#)**—Click *Next* to move to another project or *Project List* to return to the full list of projects. Do not use the browser's Back button, which will go to the PRISM home page. Follow step 2 to return to the review page if necessary.
6. **[Submit to RCO](#)**—After scoring each project, click *Submit to RCO*. Once submitted, comments and scores cannot be edited. Note: all comments are subject to public disclosure.

For a more thorough introduction to reviewing projects in PRISM, see the step-by step instructions below. To jump to a specific step, click the link in the above list.

STEP 1–Log On to PRISM

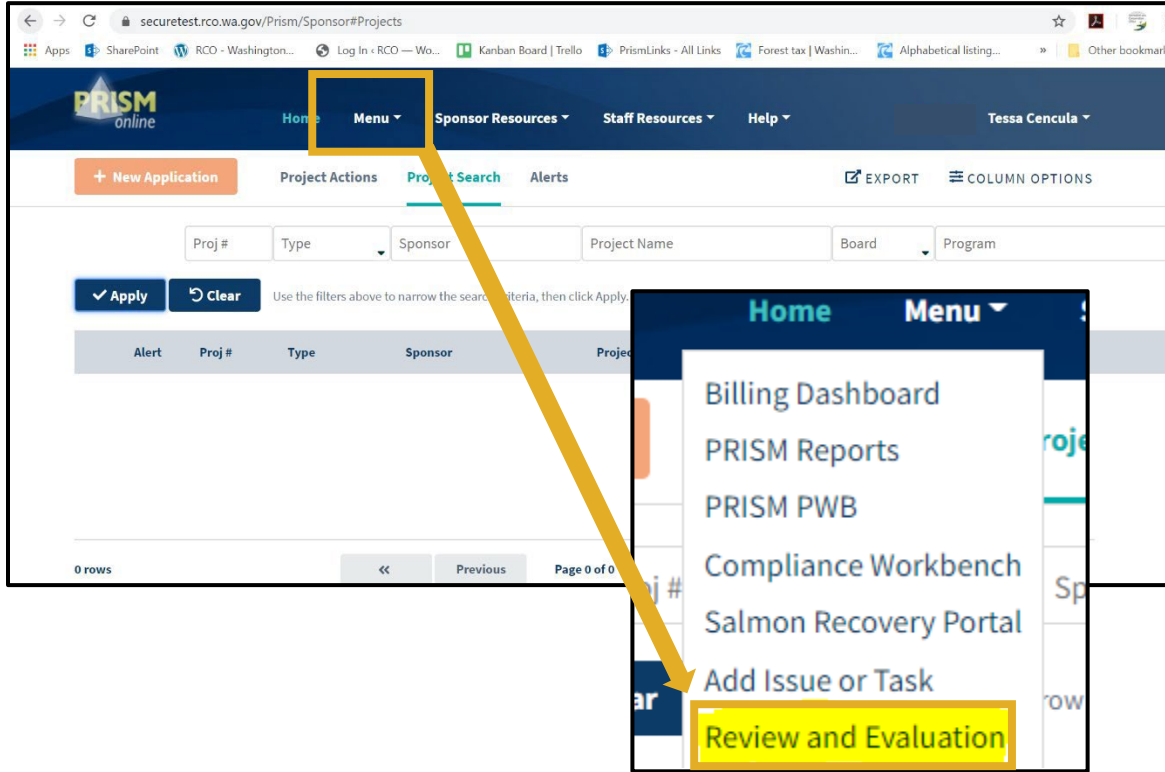
Using the SecureAccess Washington (SAW) credentials, log on to PRISM. The “Open for Comments” email, which advisory committee members will receive about two weeks before the technical review or evaluation meeting, contains a link to the PRISM log on page.

The screenshot shows the SecureAccess Washington login interface. At the top left is the Seal of the State of Washington. The main heading reads "WELCOME to your login for Washington state." Below this is a navigation bar with "SIGN UP!", "GET HELP", and "TIPS ON" buttons. The central "LOGIN" section contains a "USERNAME" field with the value "tcencula", a "PASSWORD" field with masked characters, and a "SUBMIT" button. Below the login fields are links for "Forgot your username?" and "Forgot your password?". To the right, a "Tweets" section displays a tweet from @SecureAccessWA: "Due to scheduled maintenance on SecureAccess Washington, users may not be able to log in between 5:30-6:15 a.m. on Tuesday, March 15."

Note: PRISM works best in Microsoft Edge or Google Chrome. Advisory committee members should try one of those browsers if they are having trouble scoring projects in the browsers they normally use.

STEP 2–Navigate to the Evaluation Page

If PRISM did not open directly to the project list, click *Menu* in the upper left corner, then in the dropdown menu that appears, select *Review and Evaluation*.



STEP 3–Select Project for Review

The project list page will display a list of projects.

The screenshot shows the PRISM online project list page. The page title is 'RCFB Evaluation: Washington Wildlife and Recreation Program Water Access (WA)'. The page displays a list of projects for Tuesday, September 29, 2020. The table has columns for Number, Type, Sponsor, Project Name, All Scored, Program, Proj Status, Grant Mgr, and Select. There are 9 projects listed.

	Number	Type	Sponsor	Project Name	All Scored	Program	Proj Status	Grant Mgr	Select
10:15 AM	20-1809	Acquisition	Bellevue City of	Lake Sammamish Property Acquisitions		WWRP - WA	Application Returned	DeAnnB	<input type="checkbox"/>
10:35 AM	20-1792	Development	Winthrop Town of	Mack Lloyd Park Water Access		WWRP - WA	Application Returned	BrianC	<input type="checkbox"/>
10:55 AM	20-1821	Development	Silverdale Port of	Enhance and Expand Silverdale Float Facilities		WWRP - WA	Application Returned	KimS	<input type="checkbox"/>
11:30 AM	20-1835	Acquisition	Bainbridge Island MPRD	Hidden Cove II		WWRP - WA	Application Returned	KimS	<input type="checkbox"/>
11:50 AM	20-1882	Acquisition	Lake Forest Park City of	Lake Front Property		WWRP - WA	Application Returned	JesseS	<input type="checkbox"/>

STEP 4–Review Project Materials

Click on a project to view materials and add comments or scores. Project information to be reviewed will show on the left of the screen. Comments can be entered on the right.

The screenshot displays the PRISM online interface for a project titled "20-1792_Dev, Winthrop Town of Mack Lloyd Park Water Access, RCO Grant Request: \$324,000". The interface is divided into several sections:

- BASICS:** Includes a "FUNDING" section with a table of costs and a "Sponsor Match Breakdown" table.
- DESCRIPTION:** Provides a detailed overview of the project's goals and location.
- LOCATION:** Lists the county, city, and water bodies.
- METRICS/COSTS:** Shows overall project metrics and a "SITES IMPROVED" section.
- PROJECT COMMENTS - EVALUATION:** Contains a "General Comments" text box and a "CRITERIA AND SCORES - EVALUATION" section with a list of criteria and checkboxes for scoring.


A yellow callout box with a white background and black text points to the vertical bar between the project information and the comments section, stating: "Tip: click the bar between the project information and comments sections to resize either section."


There is space for general comments about a project in the *Project Comments* text box. During technical review, comments entered and submitted are anonymous and shared with applicants.

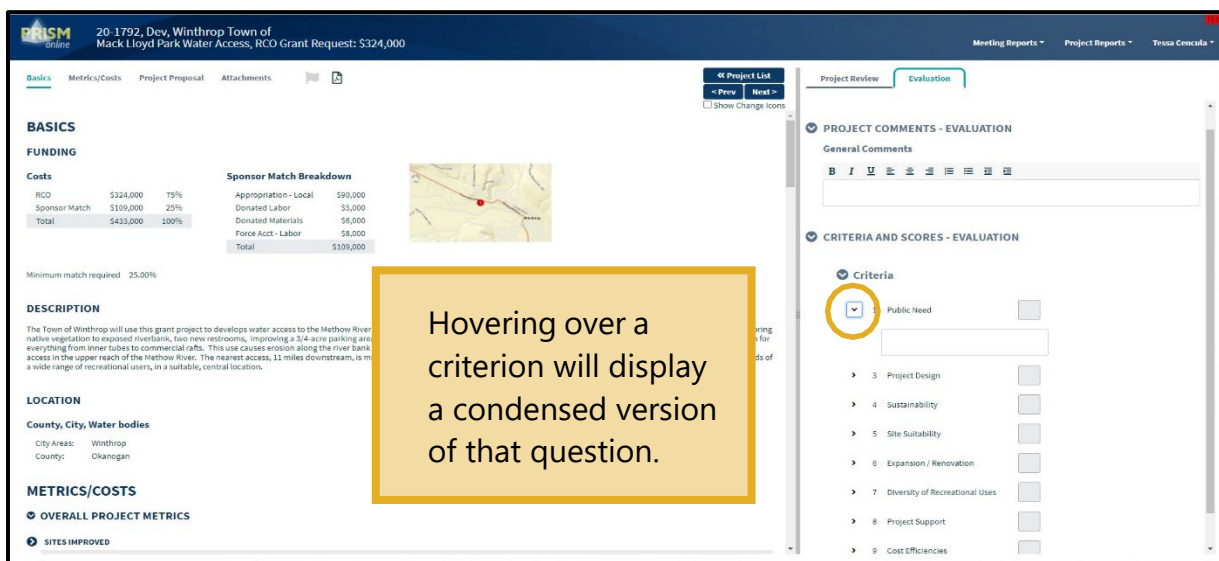
This screenshot is similar to the previous one but includes two yellow callout boxes with white backgrounds and black text:

- A callout box on the left points to the "General Comments" text box and says: "General project comments can go here."
- A callout box on the right points to the checkboxes in the "Criteria" section and says: "Enter scores here."

Notes:

- The scoring box will remain empty if a score is entered outside the scoring range. The scoring range is next to each criterion.
- Scores do not need to be saved. Comments and scores are saved automatically.
- Click  next to the scoring box to see scores for that criterion across all projects.

Advisory committee members may, but are not required to, enter comments about each criterion. Click  next to each criterion to open a text box.



20-1792, Dev, Winthrop Town of Mack Lloyd Park Water Access, RCO Grant Request: \$324,000

BASICS

FUNDING

Costs		Sponsor Match Breakdown	
RCO	\$324,000 75%	Appropriation - Local	\$90,000
Sponsor Match	\$109,000 29%	Donated Labor	\$5,000
Total	\$433,000 100%	Donated Materials	\$6,000
		Force Acct - Labor	\$8,000
		Total	\$109,000

Minimum match required 25.00%

DESCRIPTION

The Town of Winthrop will use this grant project to develop water access to the Methow River native vegetation to exposed riverbank, two new restrooms, improving a 3/4-acre parking area, everything from inner tubes to commercial rafts. This use causes erosion along the river bank access in the upper reach of the Methow River. The nearest access, 11 miles downstream, is in a wide range of recreational users, in a suitable, central location.

LOCATION

County, City, Water bodies

City Areas: Winthrop
County: Okanogan

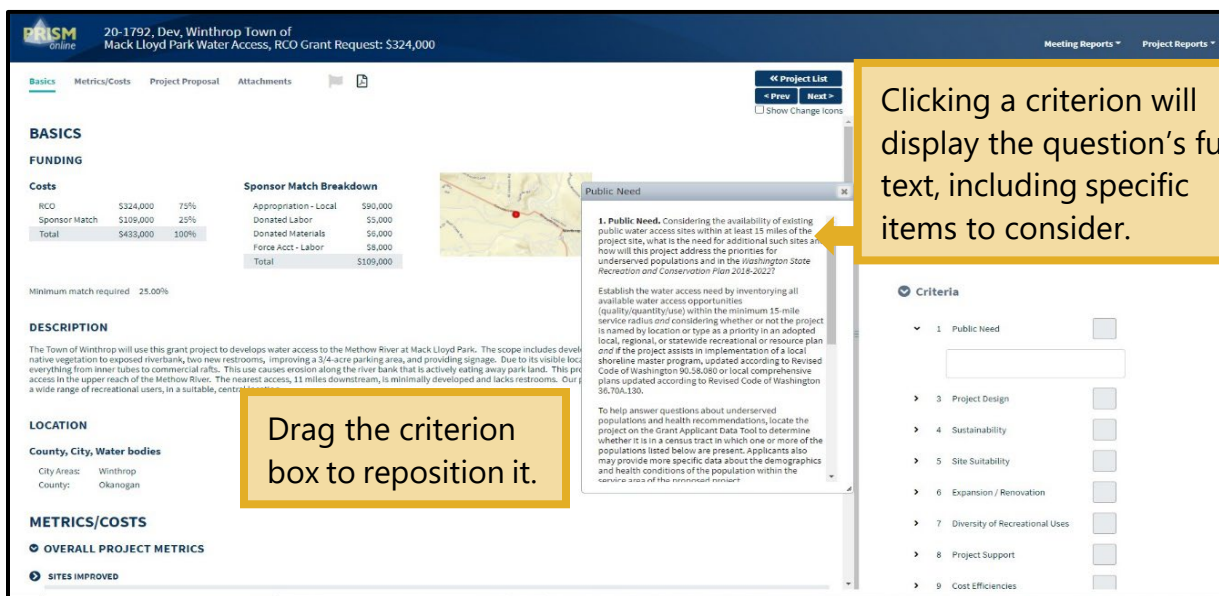
METRICS/COSTS

OVERALL PROJECT METRICS

SITES IMPROVED

Criteria

- Public Need
- 3 Project Design
- 4 Sustainability
- 5 Site Suitability
- 6 Expansion / Renovation
- 7 Diversity of Recreational Uses
- 8 Project Support
- 9 Cost Efficiencies



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		Total	\$109,000

Minimum match required 25.00%

DESCRIPTION

The Town of Winthrop will use this grant project to develop water access to the Methow River native vegetation to exposed riverbank, two new restrooms, improving a 3/4-acre parking area, everything from inner tubes to commercial rafts. This use causes erosion along the river bank that is actively eating away park land. This project is in the upper reach of the Methow River. The nearest access, 11 miles downstream, is minimally developed and lacks restrooms. Our project will provide a wide range of recreational users, in a suitable, central location.

LOCATION

County, City, Water bodies

City Areas: Winthrop
County: Okanogan

METRICS/COSTS

OVERALL PROJECT METRICS

SITES IMPROVED

Public Need

1. Public Need. Considering the availability of existing public water access sites within at least 15 miles of the project site, what is the need for additional such sites and how will this project address the priorities for underserved populations and in the Washington State Recreation and Conservation Plan 2018-2027?

Establish the water access need by inventorying all available water access opportunities (quality/quantity/use) within the minimum 15-mile service radius and considering whether or not the project is named by location or type as a priority in an adopted local, regional, or statewide recreational or resource plan and if the project assists in implementation of a local shoreline master program, updated according to Revised Code of Washington 90.58.060 or local comprehensive plans updated according to Revised Code of Washington 90.70A.130.

To help answer questions about underserved populations and health recommendations, locate the project on the Grant Applicant Data Tool to determine whether it is in a census tract in which one or more of the populations listed below are present. Applicants also may provide more specific data about the demographics and health conditions of the population within the service area of the proposed project.

Criteria

- 1 Public Need
- 3 Project Design
- 4 Sustainability
- 5 Site Suitability
- 6 Expansion / Renovation
- 7 Diversity of Recreational Uses
- 8 Project Support
- 9 Cost Efficiencies

STEP 5–Move to the Next Project

To move to the next project, click the *Next* button in the upper right corner of the project information screen. Or select the *Project List* button to return to the full list of projects and select a project there.

Select *Project List* to return to the list of projects.

Select *Next* to get to the project information and scoring screen for the next project.

Note: Do not use the browser’s back button to return to the list of projects. That will go to the PRISM home page. If on the PRISM home page, select *Menu* then *Review and Evaluation* (see instructions in step 2 above) to return to the project list.

To return to a specific project, the red flag will provide a reminder to do so. Click the flag on the project information screen or on the project list screen.

Click the PDF symbol to create a PDF of the project information, if desired.

The flag on the project list screen will turn red as a reminder to return to that project. Click the flag again to remove the reminder.

Number	Type	Sponsor	Project Name	All Scored	Program
20-1294	Acquisition	Natural Resources Dept of	Cypress Island Natural Area 2020	✓	WWHP - NA
20-1234	Acquisition	Natural Resources Dept of	Lacamas Prairie Natural Area 2020	✓	WWHP - NA
20-1235	Acquisition	Natural Resources Dept of	Upper Dry Gulch Natural Area 2020	✓	WWHP - NA
20-1236	Acquisition	Natural Resources Dept of	Washougal Oaks Natural Area 2020	✓	WWHP - NA
20-1238	Acquisition	Natural Resources Dept of	White Salmon Oak Natural Area 2020	✓	WWHP - NA

STEP 6–Submit to RCO

After entering comments and scores, click the *Submit to RCO* button in the upper right corner of the project list screen. Scores cannot be submitted until there is a valid score for each criterion in each project. Once submitted, comments and scores cannot be edited.

Advisory committee members may click *Submit to RCO* during technical review if they would like to share their comments anonymously with applicants.

Submit scores at the end of the evaluation meetings, after having finalized the scores for all criteria for each project.

The screenshot displays the PRISM online RCFB Evaluation interface for the Washington Wildlife and Recreation Program Water Access (WA). The page title is "RCFB Evaluation: Washington Wildlife and Recreation Program Water Access (WA)". The user is logged in as Tessa Cencula. The interface shows a list of projects for Tuesday, September 29, 2020, with 9 projects listed. A "Submit to RCO" button is highlighted in the top right corner, along with a "Generate" button and a "Select All" button. The table below lists the projects with their respective details.

	Number Type	Sponsor Project Name	All Scored	Program	Proj Status	Grant Mgr	Select
10:15 AM	20-1809 Acquisition	Bellevue City of Lake Sammamish Property Acquisitions	<input type="checkbox"/>	WWRP - WA	Application Returned	DeAnnB	<input type="checkbox"/>
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11:30 AM	20-1835 Acquisition	Bainbridge Island MPRD Hidden Cove II	<input type="checkbox"/>	WWRP - WA	Application Returned	KimS	<input type="checkbox"/>
11:50 AM	20-1862 Acquisition	Lake Forest Park City of Lake Front Property	<input type="checkbox"/>	WWRP - WA	Application Returned	JesseS	<input type="checkbox"/>
1:10 PM	20-1252 Development	Spokane Co Parks, Rec & Golf Liberty Lake Regional Park Phase 1 - Water Access	<input type="checkbox"/>	WWRP - WA	Application Returned	AllisonG	<input type="checkbox"/>
1:30 PM	20-1757 Acq & Dev	Blaine-Birch Bay Park & Rec California Creek Estuary Park Phase 2	<input type="checkbox"/>	WWRP - WA	Application Resubmitted	AllisonD	<input type="checkbox"/>
2:05 PM	20-1239 Development	Benton City Riverfront Park Development	<input type="checkbox"/>	WWRP - WA	Application Returned	AllisonG	<input type="checkbox"/>