
Questions and Answers

PRISM Online will be open February 18 to start new applications. You may request a new user account now if needed. PRISM Info: www.rco.wa.gov/prism_app/about_prism.shtml

General Questions:

Q: Can we get a copy of the PowerPoint when done?
A: It will be posted on the RCO website under Grant Application Materials in Other Grant Application Resources. There will be a notification in News You Can Use.

Q: Is a ribbon cutting or celebration required?
A: No. But if you hold one, you are required to acknowledge RCO funding.

Q: Do you fund social science research under planning category... The goal would be to learn more about the diversity of user groups in recognition of changing demographics in the region.
A: No.

Q: Is the athletic facilities program for acquisition only, or is development included?
A: Youth Athletic Facilities grants can be used to acquire land for athletic facilities, and to construct new or renovate existing.

Q: How will we know when the letter of intent for youth athletic facilities will be accepted?
A: We will send out an electronic notice to everyone in our database, including those who registered for the webinar, and in RCO’s News You Can Use newsletter.

Q: What if some of the required documents do not apply to your project?
A: Requirements are tailored by program and project type. The attachments page in your PRISM Online application will specify what attachments are required. There will also be updated To Do Lists for every grant program posted by mid-February.

Deadlines, Review, and Evaluation Questions:

Q: March 1 or March 3 deadline?
A: March 3 is the deadline for establishing Planning eligibility.

Q: Is the Do Not Fund option an objective decision or allowed to be subjective from those members on the evaluation team. Do they have defined criteria for this statement.
A: No additional criteria, but there is a process. Similar to how NOVA has been working.
Q: Will you require an "in person" presentation later in the summer?
A: It depends on the program; we use in-person and written technical reviews and evaluation session for various programs.

Q: What if the plan won’t be completed by the end of the application process? example is DNR Nanum Plan
A: You may not be able to apply in this grant cycle. Contact Lorinda Anderson to discuss: www.rco.wa.gov/grants/planning_requirements.shtml

Q: Is the technical review different from the Review process through PRISM?
A: Yes - technical review is performed by our advisory committees, and is either written or in person depending upon program. Review thru PRISM is done by your grant manager.

Q: Is technical review online or in person?
A: Depends upon grant program.
Written: BIG, NOVA E&E, RTP, WWRP SLD, SLR and NA.
All other programs/categories are In Person.

Q: Is evaluation and board criteria available to applicants?
A: Yes - it is located in the grant program manuals online. The updated manuals will be posted by mid-February.

Q: So is the "Resubmit" deadline May 1?
A: No – it’s later and varies by program. We call it the Technical Completion Deadline.

Q: What is the date the grant application should be submitted once grant program is selected. Is this the 1st of May date?
A: Yes for several grant programs. Others are due July 1.

Q: Which grants have written and which grants have in person evaluations?
A: First step should be finding the program that best fits your project, then you will know if in-person or written.
Written: BIG, NOVA E&E, RTP, WWRP SLD, SLR and NA.
All other programs/categories are In Person.

Q: Sometimes federal permits take more time acquire and you cannot complete the project within two to three years. Can you get multiple extensions?
A: You will need to show adequate progress and have good justification for an extension. The maximum we can extend is up to 4 years. If the permitting is that complicated or time consuming, you may need to split your project and do the planning/permitting first, then apply for a Development grant from RCO.

Q: Is there a pre-application required? If so, what is the deadline?
A: No. Simply log into PRISM Online and start a new application. A grant manager will be in
contact you to discuss your project and possibly schedule a site visit and inspection.

**Q:** When does the grant application period start for NOVA and development grants begin and end?

**A:** Applications for NOVA grants is July 1. We anticipate PRISM will open for both NOVA and RTP around the first of March.

**Q:** What are the three sources of information on cultural resources - RCO website, DAHP, and ...?

**A:** RCO Web site, Governor’s Office on Indian Affairs, and WA State Department of Archeology and Historic Preservation.

**Q:** If we are not ready to submit this year, when is the next grant period? Every two years?

**A:** RCFB grant programs are offered on a biennial basis (every 2 years). The next grant cycle is planned for 2016.

**Q:** Is it recommended to submit in advance of the required submission date to receive comments from the advisory committee- correct?

**A:** No. RCO staff and the committee will review after application submittal and you then make revisions and re-submit by the technical completion deadline.

**Compliance:**

**Q:** In our planning for a boat launch, access, and compliance such as Section 404 permits, archaeology and historical and NEPA, can we hire a firm to assist in achieving these compliance issues?

**A:** Yes.

**Q:** Compliance, do Indian Reservations use NEPA or SEPA for our projects?

**A:** Not sure - may depend upon project, fund source, permitting requirements, etc.

**Q:** Are there points assigned for sustainability?

**A:** Yes – the board recently approved including an question on sustainability and environmental stewardship in the evaluation instrument for most grants programs. Project will be measured and scored on how well they meet this board criterion.

**Planning:**

**Q:** We are a small nonprofit. Is an organizational strategic plan acceptable for the plan requirement?

**A:** No. But remember that the Planning requirement is only for BFP, LWCF, NOVA and WWRP and as a non-profit you not eligible to apply for and received grants from these programs.

**Q:** Where can I find more information regarding the planning portion?

**A:** [www.rco.wa.gov/grants/planning_requirements.shtml](http://www.rco.wa.gov/grants/planning_requirements.shtml)
Q: Is a comprehensive parks & recreation plan required for ALEA?
A: No.

Q: How often do you have to establish planning eligibility?
A: Once a plan is adopted, it has a 6-year shelf life for RCO grant program eligibility.

Q: Are in-person interviews still required for applicants? Or presentations, rather?
A: Yes in most grant programs. Only BIG, NOVA-E&E, RTP, and WWRP-SLD, SLR and NA have written evaluations. All other programs/categories are In Person.

Q: Must the required comp plan be created by the applicant or can we reference a government plan that is in place?
A: Possibly, but please consult with our Planning Specialist and Recreation Resource Planner, Lorinda Anderson. She can be reached at 360-902-3009.

Q: What is process for planning grants?
A: Same application, review, and evaluation process as grants for other project types in the same program.

Q: You had mentioned the Youth Sports Program? When will information be available with the timeline? Where is the funding coming from and what funds will be available?
A: We plan to request Letters of Intent sometime over the summer. Information will be sent electronically to anyone in our database and through RCO’s News You Can Use email newsletter.

Q: If the project is for any mitigation, can you still apply?
A: Mitigation required for or by other projects/purposes is not eligible. Other non-mitigation elements may be eligible if they meet the purpose and intent of one of RCOs grants programs. Consult your OGM if you have specific project details to discuss.

Q: Our city council will consider/accept our parks functional plan update at their March 3 meeting. Can we have RCO examine our functional plan prior to its final approval?

**Finding the Right Category:**

Q: Which category funds fishing piers?
A: Fishing piers as a stand-alone project would be best suited in WWRP Water Access category, ALEA, and LWCF.

Q: We applied to ALEA in past thru DFW. Is it a change to be under RCO?
A: No. The WDFW still manages an ALEA grant program. That is separate from the ALEA program managed by RCO. The ALEA grant program managed by RCO was last managed by DNR 2003 (approx.)
Q: I have an M/O NOVA grant for 13-15 biennium. Do I need to apply for another for 16-18 now?
A: Yes.

Q: Which program would a dock for launching/use of Tribal canoes and kayaks on an Indian Reservation fall under?
A: LWCF, WWRP Water Access, and perhaps ALEA; however, the facility must be made available to the public.

Q: Does a shooting range have to be open to public in order to get funding? We need to build the range before we can open it to public and need the funding to do so.
A: It will have to be open to the public when completed.

**Attorney Letters (Legal Opinion):**

Q: If we have received SRFB grants, do we need an attorney letter to apply first-time to WWRP?
A: Yes. This is a RCFB requirement, not SRFB.

Q: Is attorney letter required for municipalities?
A: Yes, for first time applicants only. If you have applied in the past, you do not need to submit a legal opinion again.

Q: Where can I get more information on the attorney letter requirement? I understand it is a new requirement that we have our attorney provide a letter verifying that we can handle the responsibilities of an RCO grant. Do I understand that right?
A: This is not a new requirement, and it is for first time applicants only. If you have applied in the past, you do not need to submit a legal opinion again. First time applicants may contact their grant manager for a sample letter.

Q: If someone within my organization, but in another department, has a legal letter already submitted and approved, would I (or my department) need an additional one?
A: No - as long as the letter approved your entire organization.

**Grant Amounts:**

Q: Will you be covering the dollar values?
A: Yes, but varies by program. You will need to check each grant program manual for details.

**Reimbursement Costs:**

Q: Do RCO Grants have provisions to provide for admin expenses?
A: Yes if directly related to the project, but indirect costs are not eligible.
Q: What type of equipment is eligible for Force Account? For example, working on the grant requires a computer. Is the cost of the computer eligible match?
A: The cost of preparing and submitting an application is not eligible. Indirect costs also are not eligible.

Q: Can operational-type costs be used as matches? I.e. office space, copying, equipment use, etc
A: Indirect costs are not eligible. Equipment use may be eligible if used directly on a project, e.g. construction and maintenance equipment.

Q: Does "force account apply for NGOs?
A: Yes.

Q: Must all work be completed before reimbursement?
A: No. You may request reimbursement monthly if needed during an active project.

Q: Planning for boat launch, is it exempt from grant reimbursement process
A: Planning is eligible in our Boating Facilities Program for site specific project planning, engineering and permitting (not master planning).

**Match Specific Questions:**

Q: Is the reimbursement 50 percent or 100 percent for combo acquisition/development grants?
A: Match requirements vary by grant program. A combo would be the same as a single project type in any given program.

Q: Is a match allowed if e.g. the service club provides it before the grant is applied for?
A: No. All work must occur after you have a grant. Limited exception for donations of materials in advance, but contact RCO for prior approval.

Q: How does the Match work if you apply for a BFP and Local Park grant simultaneously for the same project?
A: First, only elements that are eligible in both programs may match one another. You will identify the other grant as match in each of the applications. If you are awarded both grants, RCO will likely merge them into a single grant agreement/contract. You will be required to provide at least a 10 percent local match. If you are awarded only one grant, you will be required to provide full match; or you may turn down the grant.

Q: What is the minimum percent required for match?
A: It varies by grant program.

Q: Do pre-agreement A&E expenditures count towards match?
A: Yes.
Q: Is a letter of retroactivity needed for work done prior to application and can this be used as match
A: The waiver of retroactivity is specific to land acquisition projects.

Q: May overall project components previously funded and completed by a jurisdiction be counted towards match? For instance – wash down facility as part of an overall boat ramp expansion project...
A: No. Work done outside of an approved project agreement with RCO may not count as match.

Q: Can organizational funds used today for permits engineering etc be applied to the match requirement for future grants
A: Yes if for eligible pre-agreement costs - see Development Manual 4.

Q: What is the required match for a parks grant, what percent?
A: 50 percent

Q: Are there any grants that do not require matching funds?
A: Only NOVA

Manual Questions:

Q: Are the manuals online updated with this information?
A: We expect to have the manuals updated and posted online by mid-February.

Q: Which manual are those new criteria in?
A: Nearly all grant program manuals have updated evaluation criteria for the 2014 grant cycle.

Q: Can old projects that we applied for but not funded be ported over to new application?
A: Yes – contact your grant manager and they can make a copy of your application. Then you just have to update with current information, authorizing documents, etc.

Q: Can a WWRP Trails grant that includes land acquisition, include land that does not include timber rights. (i.e. purchase is from timber company who will discount acquisition cost to be able to expand amount of property) conserved, if they have right to one more timber harvest)
A: Possibly. Contact your grant manager to discuss.

Q: Is the "sustainability" well defined so that it is clear what is meant as this element.
A: Yes – It will be added to the Evaluation Criteria in the manuals.

Q: When will these changes be recognized in the manuals?
A: Hope to have them posted by mid-February.
**Marine Shoreline Protection Program:**

Q: Would Port Angeles coastline be considered "Puget Sound"?
A: Yes, Puget Sound waters in the following counties are eligible: Clallam, Island, Jefferson, King, Kitsap, Mason, Pierce, San Juan, Skagit, Snohomish, Thurston and Whatcom.

Q: Are San Juan Islands included in marine shoreline protection program?
A: Yes, Puget Sound waters in the following counties are eligible: Clallam, Island, Jefferson, King, Kitsap, Mason, Pierce, San Juan, Skagit, Snohomish, Thurston and Whatcom.

Q: Will the Marine Shoreline Protection program be available on an every other year basis or annual basis?
A: Annually.

Q: Will the Marine Shoreline Protection Program fund easements or only fee simple acquisition?
A: Both fee simple and lesser rights are eligible so long as the rights are perpetual and achieve the goals and objectives of the program.

**PRISM Questions:**

Q: Is it possible to download application forms so they can be worked on outside of PRISM?
A: No – PRISM application is available only online.

Q: Do you suggest that we remove PRISM from our hard drives?
A: No. the "old" PRISM is still needed for other purposes.

Q: Can more than one user work within PRISM to build grant proposal?
A: Yes but for security purposes, each users should have and use their own PRISM account.

Q: Can a grant manager review an application that has not been submitted?
A: Yes they can, but most will not be reviewed until submitted unless requested.

Q: When will you know that this is on PRISM (the review by staff of completed grant) do you get an email notice?
A: Yes.

Q: Are there checklists of what is needed for different grant program apps?
A: Yes. To Do Lists will be updated and posted soon to our website.

Q: I work in a state agency's headquarters. Can I log into applications primarily prepared by regional staff to help with editing etc.
A: Yes but for security purposes, each users should have and use their own PRISM account.
Q: Can multiple individuals access the same project online?
A: Yes but for security purposes, each users should have and use their own PRISM account.

Q: Can a separate account log in be created for consultants helping to complete a public agency's application?
A: Yes.

Q: When will prism 2007 transition fully to prism online
A: It will take many years. We are doing one-step at a time - first was the module for Application submittal.

Q: Will RCO notify us when PRISM 2007 is no longer viable, so we can remove it from our computers?
A: You will still need it if/when funded to submit progress reports, etc.

Q: If we have Prism 2007, the use of that login/pw will be transferred to Prism Online; is that how I understood that?
A: Yes.

Q: Our tribe has at least three applications, can we submit all three
A: Yes.

Q: So does each agency have a single logon id or can there be multiple login ids for the agency?
A: For security purposes, each users should have and use their own PRISM account.

Q: The new features of PRISM online that are "coming soon" – how long is "soon"?
A: It will take many years for a full transition - lots of complicated programming, etc.

Q: I'm new at our conservation district. We already have employees with logins on Prism. Do I just register as a new user, or do I need to take into consideration that we already have users.
A: You should register as a new user and get your own account.

Q: Our organization has two staff with current user names and passwords to access PRISM 2007 applications and projects. We have a new staff person that needs access – should she create a new user name and password for her access to PRISM online?
A: Yes - they should get their own user account.

Q: When will we be able to apply in Prism Online for the NOVA grant?
A: You will be able to start in mid-February. The due date for NOVA is July 1.