

Applicant's To-Do List

Boating Facilities Program

This to-do list is designed to help you prepare and submit a grant application for the Boating Facilities Program.

Grants may be used to acquire land and develop facilities that support motorized watercraft recreation such as boat launches and transient guest moorage facilities.

You must submit the information required through our online project data system, Prism Online (www.rco.wa.gov/prism_app/about_prism.shtml). These steps will guide you through the Recreation and Conservation Office (RCO) application process.

Step 1: Applicant Establishes Eligibility

Eligible Applicants: cities and towns, counties, Native American tribes, park and recreation districts, port districts, public utility districts, and state agencies.

- If you are a first-time applicant, submit a legal opinion to establish eligibility.
- Each applicant submits a plan. **Completed plans were due March 1, 2016** – see *Manual 2, Planning Policies and Guidelines* at www.rco.wa.gov/documents/manuals&forms/Manual_2.pdf and *RCO Planning Requirements* at www.rco.wa.gov/grants/planning_requirements.shtml. For RCO purposes, plans are good for 6 years, so you already may have a plan on file establishing your eligibility.

Step 2: Applicant Reviews Materials

Review the appropriate Recreation and Conservation Funding Board manuals for this grant category:

- *Manual 9, Boating Facilities Program*, www.rco.wa.gov/documents/manuals&forms/Manual_9-BFP.pdf
- *Manual 3, Acquisition Projects*, www.rco.wa.gov/documents/manuals&forms/Manual_3_acq.pdf
- *Manual 4, Development Projects*, www.rco.wa.gov/documents/manuals&forms/Manual_4.pdf

Step 3: Applicant Submits an Application by November 1, 2016

PRISM Data Fields

PRISM will be open in mid-August to start your application. To begin, go to Prism Online (<https://secure.rco.wa.gov/Prism/Sponsor/Account/LogOn?>) to access the Application Wizard and select "Get Started/Start New Application." You then will be prompted to fill out several screens of information about your project. On-screen instructions, tool tips, and links are available as you navigate through PRISM.

PRISM Attachments

There is an "Attachments" screen in the PRISM Online application and you must attach the documents below before you may submit your application. Include the applicant name, project name, and RCO grant number on each attachment. Maps also must include a north arrow, scale, and labels for any major highways, roads, cities, water bodies, etc. If the project includes acquisition and development, you must attach the documents required for both project types.

- Authorizing Resolution/Application Authorization** (www.rco.wa.gov/doc_pages/app_materials.shtml) to show the application is supported by the elected council or commission, board, or executives of your organization. You must adopt the text verbatim even if you choose to use your own format.
- Control and Tenure Documentation** (development and planning projects only). Include property ownership information, such as a deed, and all applicable leases, easements, and use agreements. See *Manual 4, Development Projects*, for additional details about control and tenure.
- Landowner Acknowledgement Form** (acquisition projects only). You must demonstrate that the landowner is aware of your interest in purchasing his/her property. There are several options to meet this requirement: see Section 3: Application Requirements in *Manual 3, Acquisition Projects*.
- Map: Area of Potential Effect** to show the geographic areas where a project may change, directly or indirectly, the character or use of historic properties or archaeological resources. The map must include a polygon of the entire project area and should show location-identifying features such as section, township, and range. For most projects a topographic base map is most appropriate, though in densely populated urban settings an aerial base map may be used.
- Map: Parcel Map** (acquisition projects only) to show the parcels to be acquired in the scope of work as well as adjacent land ownership. Show the parcels in relation to local roadways, landmarks, etc.

- ❑ **Photograph.** Every application requires at least one general project photograph in .jpg format. A current ground shot or aerial view of the project site is appropriate.
- ❑ **Site Plan: Conceptual Site Plan** (acquisition and planning projects only) provides a visual diagram of the intended future use and development of the property.
- ❑ **Site Plan: Development Site Plan** (development projects only) to show the proposed improvements at the project site. Development site plans should show site boundaries, major site features, and proposed project elements. Existing and future elements should be distinguished from those in the current project. Master, schematic design, design development, and construction document level plans are suitable for development site plans.

Note that letters and other documented expressions of project support submitted with the application will be made available for advisory committee review. Applicants also may summarize this support in their presentations for technical review and evaluation.

Also note that except for a few protected items, such as cultural resources data or confidential appraisal documents, as soon as you start your application, it and most attachments will be available for review by RCO staff, evaluators, and the public.

Step 4: Technical Review – November 15-17, 2016

You will present your project to the advisory committee. Participation in this in-person technical review is not required but is highly recommended. It serves as a practice session for the upcoming evaluation, and gives you valuable feedback. The focus of review is on eligibility and the technical aspects (scope, design, cost, feasibility, etc.) of your project.

- ❑ Prepare a PowerPoint presentation responding to the evaluation criteria in the program Manual 9. Note that handouts or other materials will not be permitted. For more information, see *Guidance for Developing PowerPoint Presentations* at www.rco.wa.gov/documents/grants/DevelopingPowerPoint.pdf.

RCO will schedule a time for you to make a presentation to the advisory committee.

- ❑ Attach your PowerPoint presentation to PRISM Online at least 3 days before the scheduled review meeting.

Present your project to the advisory committee. You will have up to 15 minutes to present your project.

Committee members provide feedback and make suggestions about changes needed to improve your project and presentation.

RCO staff also will review your application for eligibility, completeness, and clarity, and return the application with questions or suggested changes.

Step 5: Re-Submit Application by Technical Completion Deadline January 6, 2017

- Address issues raised during technical review and make modifications, if needed.
- Complete all revisions and resubmit the application in PRISM Online by the technical completion deadline or your application will be deemed ineligible.

Step 6: Project Evaluation and Preliminary Ranking – January 31 - February 2, 2017

Your participation in the project evaluation meeting is mandatory for all projects considered for funding. All presentations are given in-person in Olympia.

- Prepare (or update from technical review) a PowerPoint presentation responding to the evaluation criteria found in the program Manual 9. Note that handouts or other materials will not be permitted.

RCO will schedule time for you to make a presentation to the advisory committee.

- Attach your PowerPoint presentation and presentation notes to your application in PRISM Online at least 3 days before the scheduled evaluation.

Present your project to the advisory committee. You will have up to 15 minutes to present your project.

Evaluators may ask clarifying questions and will score your project using the board-adopted evaluation criteria.

RCO staff tabulates the results and shares the preliminary ranked list with the advisory committee to validate the results, establish the committee's funding recommendation, and discuss any proposed process or policy changes. RCO then announces the results of the evaluation and posts the preliminary ranked lists on its Web site at www.rco.wa.gov/grants/eval_results.shtml.

Step 7: Applicants Submit Pre-Agreement Materials April-May 2017

- Provide a "Certification of Applicant Match," available online at www.rco.wa.gov/documents/manuals&forms/certification_of_sponsor_match.pdf to show what amounts and sources of match you have in-hand for the project. Attach this document to your application in PRISM Online. This must be provided at least 1 calendar month before the board funding meeting per Washington Administrative Code 286.
- Provide any other requested pre-agreement materials as required by RCO.

Step 8: Board Awards Grants and RCO Issues Agreements after July 1, 2017

The board approves grant funding after the Legislature adopts a budget.

RCO works with you to execute a project agreement before work begins.

- Review other RCO policy manuals at www.rco.wa.gov/doc_pages/manuals_by_number.shtml:
 - *Manual 7, Long-Term Obligations*
 - *Manual 8, Reimbursements*
- Attend a Successful Applicant Webinar; then complete your project.

Updated September 30, 2016