

Applicant's To-Do List

Boating Infrastructure Grant Program

Tier 2 Only

This to-do list is designed to help applicants prepare and submit a grant application for the Boating Infrastructure Grant Program (BIG).

Grants may be used to develop and renovate public boating facilities targeting recreational boats 26 feet and larger. Funds also may be used to provide information and enhance boater education.

All applicants must submit the information required through [PRISM Online](#), the online project data system. These steps will guide applicants through the Recreation and Conservation Office (RCO) application process.

In 2017, RCO will only be accepting applications for Tier 2 projects. The grant amount requested must range from \$200,001 to \$1,440,645.

Step 1: Applicant Establishes Eligibility

- Eligible Applicants: Municipal subdivisions (cities, towns, counties, and districts: port, park and public utility, etc.), Native American tribes, qualified nonprofit organizations, qualified private operators, and state agencies.
- First time applicants submit a legal opinion to establish eligibility.
- A "qualified" private operator or nonprofit organization (see also Section 2: Program Policies in [Manual 12, Boating Infrastructure Grant Program](#)):
 - Is registered with the State of Washington's Secretary of State as a nonprofit – verify "active" status with [Washington's Secretary of State](#).
 - Has an equivalent successor identified in its articles of organization.
 - Has been active in recreational boating for a minimum of 3 years.
 - Does not require exclusive use of the facilities funded through this program.
 - Does not discriminate on the basis of race, religion, creed, gender, disability, or income.

- Provides evidence that its primary purpose or business is recreational boating.
- Meets federal eligibility requirements.

Step 2: Applicant Reviews Materials

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

- [Manual 12](#), *Boating Infrastructure Grant Program*
- [Manual 4](#), *Development Projects*

Step 3: Applicant Begins Application by May 2, 2017

PRISM Data Fields

To begin, go to [PRISM Online](#) to access the Application Wizard and select "Get Started/Start New Application." Applicants then will be prompted to fill out several screens of information about their projects. On-screen instructions, tool tips, and links are available as they navigate through PRISM.

Applicants must complete all screens in the following sections in the PRISM Online application by May 2, 2017:

- Project details
- Metrics
- Costs
- Application questions
- Project permits
- Attachments – at least one photograph (in .jpg format) of the project site or facility. RCO encourages applicants to attach additional photographs to help RCO staff showcase their projects for the Recreation and Conservation Funding Board.

NOTE: Applicants do not need to include any other attachments at this time, and will not be submitting their applications at this time.

Step 4: Applicant Submits an Application by July 5, 2017

PRISM Data Fields

Log into PRISM Online, open your application, and make any revisions necessary. Use the “Check Application for Errors” button on the “Submit” screen to make sure everything has been completed.

PRISM Attachments

There is an “Attachments” screen in the PRISM Online application and applicants must attach the documents below before they may submit their applications. 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.

For projects to be evaluated, scored, and ranked for funding consideration, applicants must follow the requirements in the latest federal “Notice of Funding Opportunity.” This document outlines the required documents and specifies the format and page limits for each. These documents typically include a project statement, responses to evaluation criteria, drawings, maps, photographs, letters of commitment, and other supporting documents.

NOTE: The “Notice of Funding Opportunity” often is not available until after RCO begins accepting grant applications, and each year the page limits, questions, and other requirements may change. RCO will provide a “Next Steps” document or updated “To-do List” outlining these requirements. Applicants must work with their RCO grants managers to make sure they have the latest requirements.

- [Assurances for Construction Programs – 424D](#)** (development projects only). Applicants must provide a signed copy of this federal standard form.
- [Authorizing Resolution/Application Authorization](#)** to show the application is supported by the elected council or commission, board, or executives of the applicant’s organization. Applicants must adopt the text verbatim even if they choose to use their own formats.
- Budget Narrative.** Explain and justify all requested budget items and costs. Demonstrate a clear connection between costs and the proposed project activities. Describe resources used to develop cost estimates for the project. *Refer to the latest “Notice of Funding Opportunity” for specific requirements and questions.*
- [Certification of Applicant Match](#)** to show what amounts and sources of match are in hand for the project.

- ❑ **Control and Tenure** Documentation (development projects only). Include property ownership information such as a deed and any applicable lease, easement, or use agreement for any aquatic or other land included in the proposal. See *Manual 4, Development Projects*, for additional details about control and tenure.
- ❑ **Evaluation: Packet Visuals.** Photographs or other graphics such as schematic drawings, renderings, etc. You may submit visuals in a collage style with several images on each page. Refer to the latest "Notice of Funding Opportunity" for specific requirements.
- ❑ **Evaluation: Project Statement.** Applicants must provide written responses to the questions. Respond to each question individually. Refer to the latest "Notice of Funding Opportunity" for specific requirements and questions.
- ❑ **Evaluation: Project Summary (1 page maximum).** Briefly summarize the project, in one page or less. Include the title of the project, geographic location, and a brief overview of the need for the project. Goals, objectives, specific project activities, anticipated outputs and outcomes also may be included in this section.
- ❑ **Evaluation: Written Criteria Responses.** Applicants must provide written responses to the evaluation criteria. Respond to each question individually. Refer to the latest "Notice of Funding Opportunity" for specific requirements and latest criteria.
- ❑ **Map: Regional Location.** One, single-sided page that shows the location of the project in a geographic region of the state. The regional map should identify the county, incorporated areas, major highways, and water bodies, etc., so RCO staff and evaluators can locate the general worksite to within a few miles.
- ❑ **Map: Site Location.** One, single-sided page showing the specific location of the project. This map must show the project in relation to local roads, park or ranger district boundaries, water bodies, landmarks, etc. If possible, show the boundaries of the site on the map.
- ❑ **Map: Area of Potential Effect** (development projects only) shows 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 can be used.
- ❑ **Photograph.** All applications require at least one general project photograph in .jpg format. A current ground shot or aerial view of the project site is appropriate.
- ❑ [**RCO Fiscal Data Collection Sheet.**](#)
- ❑ **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, development design, 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 when responding to the evaluation questions.

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

Step 4: Technical Review – July 20-28, 2017

RCO sends your application to the advisory committee for review. RCO also reviews the application for eligibility, completeness, and clarity and then returns the application with committee feedback, questions, or suggested changes.

Step 5: Re-Submit Application by Technical Completion Deadline August 15, 2017

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

Step 6: Evaluations – National Review Panel – September 2017-April 2018

RCO's director will approve the list of Tier 2 proposals to be sent to the U.S. Fish and Wildlife Service without state evaluation. Once the U.S. Fish and Wildlife Service's regional office accepts an application, it is sent to the National Review Panel. The panel scores and ranks projects and submits a funding recommendation to the U.S. Fish and Wildlife Service director, who makes the final funding decision.

RCO then announces the results of the evaluation and posts the [preliminary ranked lists](#) on its Web Site.

Step 7: Applicants Submit Pre-Agreement Materials – Summer 2018

- Applicants provide information necessary to complete federal permitting, including National Environmental Policy Act, Section 106 (cultural and historic resources), Section 7 (Endangered Species Act), and Corps of Engineers.

- ❑ Applicants provide any other requested pre-agreement materials as required by RCO or U.S. Fish and Wildlife Service.

Step 8: Grants Awarded and RCO Issues Agreements – Fall 2018

- The U.S. Fish and Wildlife Service approves the grant awards and notifies RCO.
- RCO works with the applicant to execute a project agreement before work begins.
- Applicants review other [RCO policy manuals](#):
 - *Manual 7, Funded Projects*
 - *Manual 8, Reimbursements*
- Applicant participates in a Successful Applicant Webinar; then completes the project.