

# Applicant's To-Do List

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## Land and Water Conservation Fund Outdoor Recreation Legacy Partnership Program

This to-do list is designed to help you prepare and submit a grant application for the Land and Water Conservation Fund Outdoor Recreation Legacy Partnership Program.

*Grants may be used for the acquisition and development of public outdoor recreation areas and facilities. The program is targeting projects that would acquire and/or develop public land for outdoor recreation purposes located within or serving jurisdictions having populations of 50,000 or more people (2010 Census) and consisting of densely settled territory. Projects should also improve physical access and recreational services and address a neighborhood/community recreational deficiency, and improve recreation service to economically-disadvantaged neighborhoods/communities.*

You must submit the information required through PRISM Online ([www.rco.wa.gov/prism\\_app/about\\_prism.shtml](http://www.rco.wa.gov/prism_app/about_prism.shtml)), our online project data system. 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, federally-recognized Native American tribes, park and recreation districts, state agencies, and certain other special purpose districts such as port and public utility districts are eligible if legally authorized to acquire and develop public open space, habitat, or recreation facilities.
- Eligible Project Location: Within or serving jurisdictions delineated by the Census Bureau from the 2010 Census as "urbanized areas," that is, areas with populations of 50,000 or more people and consisting of densely settled territory. In addition, with a couple of exceptions, the project sponsor also must represent a jurisdiction of 50,000 or more people.
- Program Priority: The competition will prioritize projects located in or directly accessible to neighborhoods or communities that are underserved in terms of parks and recreation resources and where there are significant populations of people who are economically disadvantaged, minority, and/or youth.
- If you are a first-time applicant to RCO, submit a legal opinion to establish eligibility.

- Each applicant must have had a comprehensive recreation plan adopted **by March 1, 2016**. See *Manual 2, Planning Policies and Guidelines* ([www.rco.wa.gov/documents/manuals&forms/Manual\\_2.pdf](http://www.rco.wa.gov/documents/manuals&forms/Manual_2.pdf)) and RCO "Planning Requirements" online at [www.rco.wa.gov/grants/planning\\_requirements.shtml](http://www.rco.wa.gov/grants/planning_requirements.shtml). There is a list on this page of organizations with current plans on file.

## Step 2: Applicant Reviews Materials

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

- *Manual 15, Land and Water Conservation Fund*,  
[www.rco.wa.gov/documents/manuals&forms/Manual\\_15-LWCF.pdf](http://www.rco.wa.gov/documents/manuals&forms/Manual_15-LWCF.pdf)
  - The basic rules about eligible project types and costs in Manual 15 apply, but note that the Outdoor Recreation Legacy Partnership Program has a few differences, including program goals, deadlines, grant limits, evaluation process (written), and project location requirements.
- *Manual 3, Acquisition Projects*,  
[www.rco.wa.gov/documents/manuals&forms/Manual\\_3\\_acq.pdf](http://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](http://www.rco.wa.gov/documents/manuals&forms/Manual_4.pdf)

## Step 3: Applicant Prepares Pre-Application by March 31, 2016

### PRISM Data Fields

We expect to open PRISM for new applications on March 15, 2016. 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.

To establish eligibility, you must enter information into all screens in the following sections in the PRISM Online application by March 31, 2016. NOTE: You do not need to include any other attachments at this time, and you will not be submitting your application at this time.

- Project Details
- Metrics
- Costs

- Application Questions
- Project Permits
- Attachments – at least one photograph (in .jpg format)

## Step 4: Applicant Submits a Complete Application by April 22, 2016

### PRISM Data Fields

Log into PRISM Online, complete and submit your application. Use the “Check Application for Errors” button on the “Submit” screen to make sure you have completed everything.

### PRISM Attachments

There is an “Attachments” screen in the PRISM Online application and you must attach the following documents before you may submit your application. Include the applicant name, project name, and RCO grant number on each attachment. Maps 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.

For projects to be evaluated, scored, and ranked for funding consideration, applicants must follow the requirements in the latest *Federal Funding Opportunity Announcement*. This outlines the eligibility requirements and required documents and specifies the format and page limits for each. NOTE: You must submit your application through PRISM; RCO then will submit your application in grants.gov on your behalf.

- Budget Narrative** (target length is 3-4 pages). The project budget should break down, describe, and justify project costs that correspond to the details of the work activities outlined in the project narrative. Refer to the federal announcement for specific requirements.
- Control and Tenure Documentation** (development 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** 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.

- ❑ **Map: Boundary Map** shows the park area you propose to acquire or develop that will be covered by federal 6(f)(3) anti-conversion protections. For detailed map requirements, see “Project Boundaries – Section 6(f)(3) of the LWCF Act” in Section 2 of Manual 15.
- ❑ **Map: Parcel Map** (acquisition projects only) shows the parcels to be acquired in the scope of work as well as adjacent land ownership. Show the parcels in relation to local roads, landmarks, etc.
- ❑ **Map: Regional Location Map.** A neighborhood/community map showing the general location of the project and any existing recreation resources adjacent to the project site. Refer to the federal announcement for specific requirements.
- ❑ **Photograph.** Every application requires at least one project photograph in .jpg format. The photograph should be of the project site and should best characterize your project. A current ground shot or aerial view would be appropriate.
- ❑ **Project Narrative** (target length is 10 pages). This narrative provides the sponsor the opportunity to describe the purpose of the project and how it meets the objectives of the competition; intended outcomes of the project; and expected benefits (short and long term) and other impacts in terms of improving recreation opportunities that meet an identified recreational deficiency or need for a neighborhood or community. Refer to the federal Announcement for specific requirements, questions, and guidance.
- ❑ **Site Plan: Conceptual Site Plan** (acquisition projects only) provides a visual diagram of the intended future use and development of the property.
- ❑ **Site Plan: Development Site Plan** (development projects only) shows 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 5: Technical Review April 25-27, 2016

RCO and National Park Service staff review the application for eligibility, completeness, and clarity and then return the application with feedback, questions, or suggested changes.

### Step 6: Re-Submit Application by Technical Completion Deadline May 5, 2016

- Attach an "Authorizing Resolution/Application Authorization" ([www.rco.wa.gov/doc\\_pages/app\\_materials.shtml](http://www.rco.wa.gov/doc_pages/app_materials.shtml)) that shows the application is supported by the political, board or executives of your organization. You must adopt the text verbatim even if you choose to use your own format.
- 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 7: State Evaluation and Ranking May 9-13

Each state may submit only two proposals to National Park Service for national competition. If RCO receives more than two proposals, the LWCF advisory committee will evaluate and rank the projects. RCO's director will approve the two proposals to be sent to the National Park Service for national competition.

### Step 8: National Evaluation and Ranking June-September, 2016

Once the National Park Service regional office accepts an application, it is sent to federal project reviewers. Projects will be ranked according to the reviewers scores, and a list provided to the director of the National Park Service, who makes the final funding decision.

### Step 9: Applicants Submit Pre-Agreement Materials November 1, 2016

- Attach a signed Certification of Applicant Match ([www.rco.wa.gov/doc\\_pages/app\\_materials.shtml](http://www.rco.wa.gov/doc_pages/app_materials.shtml)) to show what amounts and sources of match you have in hand for the project. Attach this document to your application in PRISM Online.
- Attach a **Preliminary Title Report** (acquisition projects only). This report helps RCO determine whether the property meets the eligibility criteria for grant funding.
- Copy of issued U.S. Army Corps of Engineers permit, if required for the project.
- Proposal Description and Environmental Screening Form ([www.nps.gov/ncrc/programs/lwcf/pub.htm](http://www.nps.gov/ncrc/programs/lwcf/pub.htm)). See also Manual 15.

- ❑ Federal form: Assurances for Non-Construction or Construction Programs (SF 424B or D) ([www.nps.gov/ncrc/programs/lwcf/pub.htm](http://www.nps.gov/ncrc/programs/lwcf/pub.htm)).
- ❑ Provide any other requested pre-agreement materials as required by RCO or the National Park Service.

## Step 10: National Park Service Awards Grants – Spring 2017

- The National Park Service approves the grant awards and notifies RCO.
- RCO works with you to execute a project agreement before work begins.
- You review other RCO policy manuals 9 ([www.rco.wa.gov/doc\\_pages/manuals\\_by\\_number.shtml](http://www.rco.wa.gov/doc_pages/manuals_by_number.shtml)):
  - *Manual 7, Long-Term Obligations*
  - *Manual 8, Reimbursements*
- You attend a Successful Applicant Webinar; then complete your project. The period of performance for LWCF grants is typically from 1 to 3 years.