Applicant’s To-Do List

Marine Shoreline Protection

This to-do list is designed to help you prepare and submit a grant application for the Marine Shoreline Protection funding opportunity. Funding for this opportunity is provided by the Puget Sound Marine and Nearshore Grant Program.

Grants may be used to acquire property adjacent to Puget Sound to protect high priority marine shoreline habitat – especially feeder bluffs and other areas within drift cells – from the impacts of development.

You must submit the information required through PRISM Online, 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, counties, towns, federally recognized Native American tribes, state agencies, non-profit conservation organizations, special purpose districts, port districts, or other political subdivisions of the state providing services to less than the entire state if legally authorized to acquire habitat for conservation.

- If you are a first-time applicant, submit a legal opinion to establish eligibility.

- ALL projects involve fee title acquisition of real property or conservation easements.

- Projects must be completed by August 31, 2016.

- Nonprofit conservation organizations must meet the following eligibility requirements:
  - Be registered in the State of Washington as a nonprofit as defined by Revised Code of Washington 84.34.250
  - Qualified to ensure management continuity of any grants received by the organization and be willing to identify a successor organization, if needed.
  - Can demonstrate at least 3 years of actively managing projects relevant to the types of projects eligible for funding. “Actively managing projects” means performing the tasks necessary to manage a protection project, such as

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1 Revised Codes of Washington 24.03.220, 24.03.225, and 24.03.230
negotiating for acquisition of property rights, closing on an acquisition,
developing and implementing management plans, implementing projects,
securing and managing the necessary funds regardless of fund source, and other

**Step 2: Applicant Reviews Materials**

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

- *Manual 22, Marine Shoreline Protection*
- *Manual 3, Acquisition Projects*

**Step 3: Applicant Submits an Application by June 2, 2014**

**PRISM Data Fields**

PRISM will be open in mid-March to start your application. To begin, go to PRISM Online 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
following documents 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.

- **Authorizing Resolution/Application Authorization** shows the application is supported
  by the political officials, board, or executives of your organization. You must adopt the
text verbatim even if you choose to use your own format.

- **Landowner Acknowledgement Form.** 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 dense populated urban settings an aerial base map can be used.

- **Map: Parcel Map** 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.

- **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.

- **Preliminary Title Report.** This report helps RCO determine whether the property meets the eligibility criteria for grant funding.

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: Application Review

RCO reviews the application for eligibility, completeness, and clarity and then returns the application with questions or suggested changes.

### Step 5: Re-Submit Application by Technical Completion Deadline August 1, 2014

- Address issues raised during application review and make modifications, if needed.

- **Evaluation: Packet Visuals.** Attach up to two pages of photographs or other graphics such as schematic drawings, renderings, etc. You may submit visuals in a collage style with several images on each page.

- **Evaluation: Written Criteria Responses.** Applicants must attach written responses to the evaluation criteria (please see the Marine Shoreline Protection manual).

  The format for your responses is as follows:

  - The total of all evaluation responses must not exceed eight, single-sided pages.
  - Use white, 8½ x 11-inch paper, with 1-inch margins.
  - Use a regular typeface, such as Arial or Times Roman, 12-point size.
  - In the header of each page, include the applicant name, project name, and the date written.
  - Respond to each question in order.
  - For each question, print the question’s number, followed by the question, and then your written response. Each question must have its own separate answer.
☐ Attach a **Certification of Applicant Match** to show what amounts and sources of match you have in hand for the project.

☐ Complete all revisions, attach evaluation documents and Certification of Applicant Match to your application, and **resubmit** the application in PRISM Online by the Technical Completion Deadline or your application will be deemed ineligible.

**Step 6: Evaluators Score Projects**

RCO provides the applications to the Puget Sound Marine and Nearshore Grant Program. Staff and an evaluation team reviews application materials. Evaluators are typically given two to three weeks to score the projects. The Puget Sound Marine and Nearshore Grant Program will then compile the results of the evaluation and select projects for funding.

RCO then announces the results of the evaluation. The results will be posted on both RCO’s [Web Site](http://www.rco.wa.gov) and the Puget Sound Marine and Nearshore Grant Program’s [Web site](http://www.pugetsoundgrantprogram.org).

**Step 7: Successful Applicants Submit Pre-Agreement Materials**

☐ Provide any other requested pre-agreement materials as indicated in the Marine Shoreline Protection grant opportunity manual.

**Step 8: RCO Issues Agreements**

- RCO works with you to execute a project agreement before work begins.
- You review other RCO policy manuals:
  - **Manual 7**, Long-term Obligations
  - **Manual 8**, Reimbursements
- You review Successful Applicant Workshop, which is available on RCO’s Web site; then complete your project.