

RCO's In-Person Evaluation Process

Critical Habitat Category and Riparian Protection Account Only



RCO uses two methods to evaluate and rank projects for funding; a written process and an in-person process which is outlined below.

How are Projects Ranked for Funding in the Critical Habitat Category and Riparian Protection Account?

In these two grant programs, RCO evaluates projects based on in-person presentations. During these presentations, applicants respond to evaluation criteria adopted by the Recreation and Conservation Funding Board. Grant evaluators score projects on how well they meet the evaluation criteria, which are in RCO program manuals, and create a ranked list of projects. The ranked list becomes the basis for funding recommendations made to the board and ultimately the final grant awards.

A Two Step Process

Step One: Project Review

For the Critical Habitat Category and Riparian Protection Account, RCO staff review all grant proposals to ensure projects meet eligibility requirements and qualify for program funding, and that the applications are complete. Before project evaluation, RCO staff provides the applicant an opportunity to correct deficiencies found during this review.

Step Two: Project Evaluation

Applicants develop PowerPoint® presentations responding to the evaluation criteria found in the RCO program manuals. Evaluators score each project based on the evaluation criteria, but use discretion in interpreting the questions when scoring projects.

RCO will schedule applicants with times to come and make their presentations to the evaluation team in Olympia. Presentation dates are grouped by grant program so applicants with projects in more than one program may have to present their projects on different dates. Maximum presentation lengths vary by program (See RCO program manuals).

Applicants need to attach their PowerPoint® presentations for the evaluation meetings in PRISM at least three days before their scheduled appointments. Please do not bring presentations to the evaluation meeting because they are loaded on the computer the night before. Applicants should arrive early for their scheduled times. Applicants are given about two-thirds of the time period allotted for their evaluation appointments to present their responses. The evaluation team will use the remainder of the time at the end of the presentations for any comments and questions that they need to score the projects.

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Presentation Format

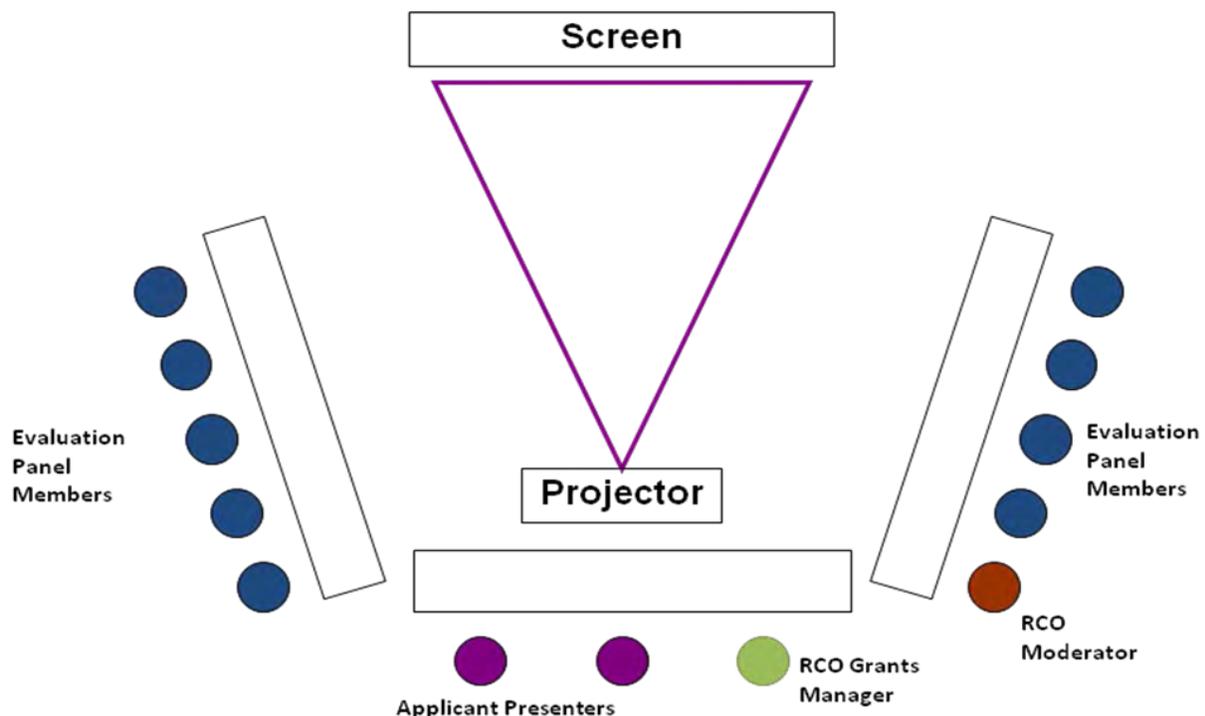
Applicants prepare PowerPoint® presentation addressing program criteria. Effective presentations should:

- Use a limited amount of text to concisely address the evaluation criteria.
- Contain clear and meaningful maps, photographs, and other graphics.
- Use a standard font and colors that show well at a large scale.
- Not be too flashy or overrun with animation or sound.
- Have a balanced mix of on screen text and information that is spoken.
- Be well rehearsed.

See a sample presentation at www.rco.wa.gov/documents/grants/SampleInPersonPresentation.pdf

See a presentation on preparing an RCO grant at www.rco.wa.gov/documents/grants/grant_writing_101.pdf

Typical Room Setup for In-Person Review and Evaluation



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Application Attachments

What Maps, Site Plans and Other Documents are Required?

As an applicant, you now know that you will be required to create a PowerPoint® presentation that describes your project. And that this presentation will be presented to an evaluation panel. In addition, you are required to attach certain documents in PRISM as part of the application process. You may find that the documents you are required to attach to PRISM are the same maps and plans used in your PowerPoint® presentation. RCO collects these items separately as part of the application in order to distribute them to the evaluation teams.

Applicants develop and attach in PRISM the following types of elements based upon the type of project they are proposing. If proposing a combination project (for example an acquisition and restoration project), the applicant should provide the elements that apply to all project types in the proposal.

Element	Project Type				
	Development	Restoration	Acquisition	Maintenance and Education	Planning
Multi-site/geographic envelope map			X		
Parcel map			X		
Population proximity map*	X		X		
Regional location map	X	X	X	X	X
Site location map	X	X	X	X	X
Trail project map	X			X	X
Conceptual site plan			X		X
Development site plan	X				
Floor plan (if applicable-see below)	X				
Restoration site plan		X			

*Nonhighway and Off-road Vehicle Activities and Washington Wildlife and Recreation Program categories of local parks, water access, state parks, and only

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Maps

Maps are developed to visually provide accurate project locations and in some cases convey additional information. For consistency and ease of review by the evaluation teams, RCO strongly recommends these features appear on all maps:

- Map title
- Project name and RCO project number
- Sponsor name or logo
- North arrow and map scale
- Label major highways, roadways, cities, towns, county boundaries, etc.
- Designation for acquisition parcels, project locations, project elements, etc.

Map Types

- a. **Multi-site/geographic envelope map** – Shows the geographic area containing parcels being considered for acquisition within a multi-site project proposal.
- b. **Parcel map** – Shows the parcels to be purchased with the grant as well as adjacent land ownership. This map must show the parcels in relation to local roadways, landmarks, etc.
- c. **Population proximity map** – Shows the distance between a project site and a city's or town's urban growth area boundary. (Nonhighway and Off-road Vehicle Activities and Washington Wildlife and Recreation Program categories of local parks, water access, state parks, and trails only)
- d. **Regional location map** – Shows the location of the project in a geographic region of the state. The regional map should identify the county, incorporated areas, and major highways and water bodies, etc., so RCO staff and evaluators can locate the general worksite to within a few miles.
- e. **Site location map** – Shows the specific location(s) of the project. This map must show the project in relation to local roadways, landmarks, etc. If possible, show the boundaries of the site on the map.
- f. **Trail project map** – Shows the geographic scope and extent of the project including the trails and trail systems and facilities to be developed, patrolled, or maintained. (Required for projects where trails are the primary focus.)

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Site Plans

Site plans provide a visual diagram of the scope of the project. Applicants should put their names or logos, project names, RCO project numbers, and dates on each site plan.

Site Plan Types

- a. **Conceptual site plan** – Shows the site boundaries and the intended proposed future use of the site.
- b. **Development site plan** – 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, development design, and construction document level plans are suitable for development site plans.
- c. **Floor plan** – A schematic plan of any substantial structure (bath house, restroom, etc.) being proposed for construction within the project scope.
- d. **Restoration site plan** – Shows the restoration activities to take place on the project site. Existing and future restored areas should be distinguished from those in the current project.

Other Materials

Some grant categories require additional specific materials to be developed and attached to PRISM as part of the application.

- a. **Species and communities with special status.** Required for grant applicants in the Washington Wildlife and Recreation Program's Critical Habitat category only.

Document the occurrence of species and communities with special status by submitting a completed Species and Communities with Special Status Table found in *Manual 10b, Washington Wildlife and Recreation Program Habitat Conservation Account and Riparian Protection Account*. Applicants will have the opportunity to explain the significance of these species and communities in their answers to the evaluation criteria.

- b. **Multi-site acquisition strategy.** Required for grant applicants intending to acquire multiple parcels in a large targeted area(s).

The strategy should show how the applicant will approach selecting parcels to pursue and what will be done if negotiations for primary parcels are not successful. The strategy should be based on factors including ecological significance, threat, access, land management issues, real estate issues, degree of completion of the site, location of parcels previously acquired, and landowners. For additional information see Manual 10b, section 2.

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- c. **Expanded Project Description.** Required for grant applicants in the Washington Wildlife and Recreation Program's Critical Habitat category only.

Use a maximum of three, single-sided pages to provide a detailed description of your project using the program criteria found in Manual 10b as the basis of your description. At the top of each page, please include the applicant name, project name, and RCO project number.