

Washington Wildlife and Recreation Program (WWRP) Local Parks, State Parks, Trails, Water Access Projects

Check box	WWRP ORA Grant Process Checklist			
<input checked="" type="checkbox"/>	Materials needed	Acquisition	Development	(Acquisition & Development)
❖APPLICATION PHASE❖				
Start a new application in PRISM: NOW				
PRISM Data: Application Wizard and Project Level Tabs				
<input type="checkbox"/>	• Project Name (<i>do not include the word "project" in the name</i>)	•	•	•
<input type="checkbox"/>	• Funding Program	•	•	•
<input type="checkbox"/>	• Project Type	•	•	•
<input type="checkbox"/>	• Primary Sponsor	•	•	•
<input type="checkbox"/>	• Roles (<i>identify a Project Contact</i>)	•	•	•
<input type="checkbox"/>	• Description	•	•	•
<input type="checkbox"/>	• Funding Request	•	•	•
Application Materials: Due by 5/3/2010				
PRISM Data: Project Level Tabs				
<input type="checkbox"/>	• Application Questions	•	•	•
<input type="checkbox"/>	• Metrics	•	•	•
<input type="checkbox"/>	• Permits	•	•	•
<input type="checkbox"/>	• Attachments (<i>see list below</i>)	•	•	•
<input type="checkbox"/>	• Submit (<i>must complete worksite and property information first</i>)	•	•	•
PRISM Data: Worksite Level Tabs				
<input type="checkbox"/>	• Worksite Description	•	•	•
<input type="checkbox"/>	• Work Types		•	•
<input type="checkbox"/>	• Metrics		•	•
<input type="checkbox"/>	• Cost Estimates		•	•
<input type="checkbox"/>	• Application Questions	•	•	•
PRISM Data: Property Level Tabs				
<input type="checkbox"/>	• Property Description	•	•	•
<input type="checkbox"/>	• Cost Estimates	•		•
<input type="checkbox"/>	• Metrics	•		•
<input type="checkbox"/>	• Application Questions	•		•
Attach Documents in PRISM				
<input type="checkbox"/>	• Authorizing Resolution (<i>draft for staff review</i>)	•	•	•
<input type="checkbox"/>	• Location map	•	•	•
<input type="checkbox"/>	• Service area map	•	•	•
<input type="checkbox"/>	• Urban Growth Boundary map (<i>for population evaluation criterion question</i>)	•	•	•

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<input type="checkbox"/>	• Conceptual plan	•		•
<input type="checkbox"/>	• Site plan		•	•
Plans establishing grants eligibility : Due 6/15/2010				
<input type="checkbox"/>	• Adopted comprehensive parks/recreation plan	•	•	•
<input type="checkbox"/>	• Self Certification Form http://www.rco.wa.gov/grants/planning_requirements.html	•	•	•
<input type="checkbox"/>	• Adoption ordinance or resolution for the plan	•	•	•
Project Review Materials: Due 3 days before scheduled appointment at review				
Attach Presentation in PRISM				
<input type="checkbox"/>	• PowerPoint presentation	•	•	•
Technical Completion Date: 7/30/2010				
Attach Documents in PRISM				
<input type="checkbox"/>	• LP, TR, or WA Authorizing Resolution (<i>adopted with original signature – local agencies</i>)	•	•	•
<input type="checkbox"/>	• Application Authorization Memorandum (<i>state agencies – original signature</i>)	•	•	•
<input type="checkbox"/>	• Documentation of city/county acquisition review	•		•
<input type="checkbox"/>	• Documentation of cost efficiencies, if applicable (<i>volunteers, donations, MOUs etc</i>)	•	•	•
<input type="checkbox"/>	• Legal Opinion (<i>first time applicants only</i>)	•	•	•
<input type="checkbox"/>	• Draft Evaluation Question Responses/Presentation Script (<i>draft – submit for review to grant manager if desired</i>)	•	•	•
Evaluation Materials: Due 3 days before scheduled appointment at evaluation (except script)				
Attach Items in PRISM				
<input type="checkbox"/>	• PowerPoint presentation	•	•	•
<input type="checkbox"/>	• FINAL Evaluation Question Responses/Presentation Script (<i>due on the day of evaluation</i>)	•	•	•
Recreation and Conservation Funding Board Preliminary Approval: 10/28/2010				
Certification of Match Form: Due May 2011				
<input type="checkbox"/>	• Certification of Match due 30 days before RCFB funding meeting	•	•	•
Recreation and Conservation Funding Board Final Approval: June 2011				

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❖ AGREEMENT PHASE ❖				
Post Approval Materials : Preparing the Project Agreement (all 60 days within Board approval)				
<input type="checkbox"/>	• Control and Tenure Documents		•	•
<input type="checkbox"/>	• Project Milestones Worksheet	•	•	•
<input type="checkbox"/>	• Preliminary Title Report	•		•
❖ ACTIVE PHASE ❖				
Funded Projects: Active Grant Status				
<input type="checkbox"/>	• Cultural Resources Survey/Assessment (<i>if required, due to RCO before construction begins</i>)		•	•
<input type="checkbox"/>	• Progress Reports (<i>frequency described in milestones – use PRISM to complete report</i>)	•	•	•
Plans and Specifications				
<input type="checkbox"/>	○ At 60% (<i>pre-permit submission</i>)		•	•
<input type="checkbox"/>	○ At construction drawings/bid package		•	•
<input type="checkbox"/>	• Reimbursement request (<i>at least once annually</i>)	•	•	•
<input type="checkbox"/>	• Interim inspections by RCO staff		•	•
Funded Projects: Closure				
<input type="checkbox"/>	• Final inspection with grant manager		•	•
<input type="checkbox"/>	• Submit final bill and required documentation	•	•	•
<input type="checkbox"/>	• Complete final report (<i>done in PRISM</i>)	•	•	•
<input type="checkbox"/>	• Final site development plan (<i>if changed</i>)		•	•
<input type="checkbox"/>	• Recorded Deed of Right	•		•
<input type="checkbox"/>	• Title Insurance	•		•
❖ COMPLIANCE PHASE ❖				
<input type="checkbox"/>	• Inspected periodically by RCO staff		•	•
<input type="checkbox"/>	• Maintain property in compliance with the RCO grant agreement	•	•	•
Key: • = required; shaded box means item is not required				