Written Evaluation Process and Required Materials

WASHINGTON STATE
Recreation and Conservation Funding Board

The Recreation and Conservation Office (RCO) uses two methods to evaluate and rank projects for funding: An in-person process and a written process. This document describes the written process and required materials, and provides guidance for maps, site plans, photographs, and graphics.

Application Review and Evaluation Overview

How is my Project Evaluated and Ranked for Funding?

In several grant programs, RCO reviews written application materials and, using criteria adopted by the Recreation and Conservation Funding Board, scores and ranks projects. The criteria are in the grant program policy manuals. The ranked list becomes the basis for funding recommendations made to the board and ultimately the final grant awards.

What is Technical Review?

In four of RCO's grant programs, an advisory committee reviews the application materials before the project evaluation. Advisory committee members are selected based on their skills and backgrounds and how that meets the goals and objectives of each grant program. They provide written feedback to applicants outlining how well their projects met the board's criteria. RCO staff also review application materials to ensure eligibility and completeness. Applicants then have a chance to modify their projects. Grant categories that use this method are:

- Boating Infrastructure Grant, Tier 1 and Tier 2

- Nonhighway and Off-road Vehicle Activities, Education and Enforcement Category

- Washington Wildlife and Recreation Program, State Lands Development and Renovation Category

- Washington Wildlife and Recreation Program, State Lands Restoration and Enhancement Category

In other grant programs, RCO staff reviews written materials to ensure eligibility and completeness <u>only.</u> This does not equate to a technical review of the project. Applicants are given a limited amount of time to answer any questions from staff or clear up discrepancies. Grant categories that use this method are:

- Recreational Trails Program, Education and General Categories

- Washington Wildlife and Recreation Program, Natural Areas Category

- Washington Wildlife and Recreation Program, Urban Wildlife Habitat Category

What is Project Evaluation?

In project evaluation, the same advisory committee members evaluate projects based on written application materials. Members work individually, not as a group. Any questions they have about the written materials or specific projects go directly to RCO staff for response.

Committee members score applicants' responses to the evaluation criteria, but use discretion in interpreting the questions when scoring projects. They also use the applicant's maps, photographs, and other graphics to help them score. RCO staff tally the scores and create ranked lists of projects for board consideration.

Required Application Materials

In addition to completing all of the application screens in PRISM Online, applicants must attach some materials and documents in PRISM Online, all by the application deadline. RCO distributes the application materials to the advisory committee members for evaluation and scoring. These materials include evaluation criteria responses, maps, photographs, graphics, and application information from PRISM Online such as project summaries, cost estimates, and metrics.

Effective written proposals should:

- Contain the required attachments for the particular grant program or category.

- Contain no more than the maximum number of pages allowed for each attachment.

- Concisely answer the evaluation criteria.

- Contain clear and meaningful maps, photographs, and other graphics.

What Materials are Prepared and Attached in the PRISM Database?

Each grant program or category, and each project type, have slightly different materials that need to be attached to PRISM Online as part of the application. _Read the instructions carefully_ so you submit the correct items. Materials should be created on 8.5 x 11-inch paper with 1-inch margins and a 12-point font, and attached to PRISM Online. At the top of each page, put the applicant name, project name, and the RCO assigned grant number.

Below is a list of the specific materials _required_ for each grant program that uses the written process. The Guidance Section beginning on page 8 has more specifics about the types of maps, site plans, and photographs required for a complete application.

Written Evaluation Process and Required Materials

Boating Infrastructure Grant – Tier 1 and Tier 2

1. Project Statement (maximum of ten, single-sided pages). Submit a concise project statement that identifies and describes:

    a. The need for the proposed project.

    b. Discrete, quantifiable, and verifiable objectives to be accomplished during a specific time period.

    c. Expected results or benefits from accomplishing the objectives.

    d. The approach to be used in meeting the objectives, including specific procedures, schedules, key personnel, and cooperators.

    e. Description of the activity, so the U.S. Fish and Wildlife Service can make a preliminary assessment of compliance needs for the National Environmental Policy Act, Section 7 of the Endangered Species Act, and Section 106 of the National Historic Preservation Act.

    f. A project location, including the Global Positioning System (GPS) coordinates (degrees, minutes, seconds format preferred).

2. Evaluation Criteria Responses (maximum of five, single-sided pages).

    a. In order, print the criterion number, followed by the criterion heading and then the response. Each criterion must have its own separate answer. See Section 3 of BIG Manual 12.

3. Maps: Provide a regional location map and a site location map.

4. Site plan: Submit one, single-sided page. Show the overall project area (existing structures, facilities, and amenities) and specific location of the proposed project.

5. Development Site Plan.

6. Floor Plan, if applicable.

7. Photographs and Graphics.

8. Letters of Commitment: Submit signed letters of commitment from all third-party partners to receive points for the partnership criterion.

9. Submit a completed Certification of Sponsor Match.

10. Signed Authorizing Resolution or Application Authorization. If you are a private operator, choose one of the following authorizations: Development project or education project.

11. Control and Tenure documentation. See [Manual 4, Development Projects: Policies](#) for what is acceptable.

12. [Statement of Assurances – federal Standard Form 424D](#).

Requirements for Drawings, Maps, and Photographs for Boating Infrastructure Grant Tier 1 and 2 Projects: Clearly marked drawings (engineering drawings are not required) or photographs of the overall proposed project that include:

- o Clearly marked designations for areas that are for (1) non-trailerable, guest vessels, (2) areas that are for others, and (3) areas that are for shared use.

- o Water depths (before and after, if applicable).

- o Measurements for all docks, bulkheads, breakwaters, and other features where boats will be accommodated.

- o Project dimensions and methodology for determining the number of docks and/or slips proposed (NOTE: You may not use "rafting" vessels on a bulkhead or other feature to increase the number of proposed slips in a project.)

- o If one-time dredging is proposed, you must include an aerial photograph or schematic drawing to indicate the specific area you intend to dredge.

- o Any other information that will assist reviewers to identify project components, prorating criteria, or other factors involved with ranking.

For Boating Infrastructure Grant Tier 2 projects: To allow reviewers to score projects at significant destinations, include a table, drawings, or other presentation in this section to show the distances from the project to the destinations. We recommend that you include boater services and amenities and tourist attractions, and provide information on how a boater would get to the destinations from the project area.

Nonhighway and Off-road Vehicle Activities – Education and Enforcement Category

1. Evaluation Criteria Responses: Submit a maximum of three, single-sided pages.

   a. In order, print the criterion number, followed by the criterion heading and then the response. Each criterion must have its own separate answer.

2. Maps: Provide a regional location map and a site location map.

3. Photographs and Graphics: Provide a maximum of two, single-sided pages.

4. Submit a completed Certification of Sponsor Match.

5. Signed Authorizing Resolution or Application Authorization.

Recreational Trails Program – Education and General Categories

Education Projects

1. Evaluation Criteria Responses: Submit a maximum of two, single-sided pages.

   a. In order, print the criterion number, followed by the criterion heading and then the response. Each criterion must have its own separate answer.

2. Maps: Provide a regional location map and a site location map.

3. Site or Trail Plan: Submit one, single-sided page.

4. Photographs and Graphics: Provide a maximum of two, single-sided pages.

5. Submit a completed Certification of Sponsor Match.

6. Signed Authorizing Resolution or Application Authorization.

Development (Includes Renovation) and Maintenance Projects

1. Evaluation Criteria Responses: Submit a maximum of three, single-sided pages.

   a. In order, print the criterion number, followed by the criterion heading and then the response. Each criterion must have its own separate answer.

2. Maps: Provide a regional location map and a site location map.

3. Site or Trail Plan: Submit one, single-sided page (development projects only).

4. Photographs and Graphics: Provide a maximum of two, single-sided pages.

5. Submit a completed Certification of Sponsor Match.

6. Signed Authorizing Resolution or Application Authorization.

7. Control and Tenure documentation. See Manual 4, Development Projects: Policies for what is acceptable.

8. Landowner Approval, if do not own land (Development projects).

9. Landowner Approval, if do not own land (Maintenance projects).

Washington Wildlife and Recreation Program

State Lands Development and Renovation Category

1. Evaluation Criteria Responses: Submit a maximum of four, single-sided pages.

   a. In order, print the criterion number, followed by the criterion heading and then the response. Each criterion must have its own separate answer.

2. Maps: Provide a regional location map and a site location map (maximum of two, single-sided pages).

3. Site Plan: Submit one, single-sided page.

4. Photographs and Graphics: Provide a maximum of two, single-sided pages.

5. Submit a completed Certification of Sponsor Match.

6. Signed Application Authorization.

7. Control and Tenure documentation. See Manual 4, Development Projects: Policies for what is acceptable.

Natural Areas Category, State Lands Restoration and Enhancement Category, and Urban Wildlife Habitat Category

1. Evaluation Criteria Responses: Submit a maximum of four, single-sided pages.

   a. In order, print the criterion number, followed by the criterion heading and then the response. Each criterion must have its own separate answer.

2. Photographs and Graphics: Provide a maximum of two, single-sided pages.

3. Maps and Site Plans: Provide a maximum of three, single-sided pages.

4. Multi-site Acquisition Strategy: No page limit; required for grant applicants intending to acquire multiple parcels in a targeted area(s) (*Natural Areas and Urban Wildlife Habitat Categories only*). 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, Washington Wildlife and Recreation Program, Habitat Conservation Account and Riparian Protection Account, Section 2*

5. Species or Communities with Special Status Table (*Natural Areas and Urban Wildlife Habitat Categories 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 document the significance of these species and communities in their answers to the evaluation criteria.

6. Submit a completed Certification of Sponsor Match.

7. Signed Authorizing Resolution or Application Authorization.

8. Control and Tenure documentation. See Manual 4, Development Projects: Policies for what is acceptable.

9. Documentation of local review (acquisition projects only)

10. Puget Sound Partnership Action Agenda Certification Form: An applicant with a project in the Puget Sound area, which is defined as the geographic areas within Water Resource Inventory Areas 1 through 19, inclusive, must certify that the project is not in conflict with the *Action Agenda*. Applicants submit a signed copy of the self-certification found in Appendix A in *Manual 10b, Washington Wildlife and Recreation Program, Habitat Conservation Account and Riparian Protection Account*.

Guidance for Maps, Site Plans, Photographs and Graphics

Applicants must attach maps, site plans, photographs, and graphics in PRISM Online as part of the application. Applicants develop 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 provides the elements that apply to both project types in the proposal.

Written Evaluation Process and Required Materials

Element	Project Type					
	Development	**Restoration**	**Acquisition**	**Maintenance**	**Planning**	**Education or Education and Enforcement**
Parcel map			X			
Regional location map	X	X	X	X	X	X
Site location map	X	X	X	X	X	X
Multi-site/ geographic envelope map[1]			X			
Population Proximity map[2]	X	X	X			
Trail and/or Facility map[3]	X			X		X
Conceptual site plan			X		X	
Development site plan	X					
Restoration site plan		X				
Floor plan (if structures proposed in scope)	X					
Photographs and Graphics	X	X	X	X	X	X

[1] Washington Wildlife and Recreation Program, Natural Areas and Urban Wildlife Habitat Categories only

[2] Washington Wildlife and Recreation Program, Urban Wildlife Habitat Category only

[3] Nonhighway and Off-road Vehicle Activities (Education and Enforcement Category) and Recreational Trails Program only

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 and date

- Sponsor name or logo

- Project name and RCO project number

- North arrow and map scale

- Labels for major highways, roads, cities, towns, county boundaries, etc.

- Designation for acquisition parcels, project locations, project elements etc.

Map Types

- **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.

- **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.

- **Site Location Map:** Shows the specific location of the project. This map must show the project in relation to local roads, landmarks, etc. If possible, show the boundaries of the site on the map.

    o **Multi-site/Geographic Envelope Map:** Shows the geographic area containing parcels being considered for acquisition within a multi-site project proposal. (*Natural Areas and Urban Wildlife Habitat Categories only.*)

- **Population Proximity Map:** Shows the distance between a project site and the nearest city or town's Urban Growth Area Boundary. This map is used to determine eligibility and score Criteria 8 in the Urban Wildlife Habitat category only.

    o On a map, draw a circle with a 5-mile radius whose center point intersects the boundary of your project. *You can put the center point anywhere on the project boundary.* Does the resulting circle cross a city or town's urban growth boundary? If yes, name the community and attach a Population Map in the Attachment screen in PRISM Online. *Note: If you have one property, the project boundary is the property boundary. If you are acquiring land anywhere within a geographic envelope then the project boundary is the geographic envelope boundary.*

- **Trail or Facility Map:** Shows the geographic scope and extent of the project including the trails and trail systems, or the facilities (such as campgrounds and trailheads), to be patrolled or maintained. *(Nonhighway and Off-road Vehicle Activities – Education and Enforcement Category and Recreational Trails Program – Education and General Categories only.)*

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

- **Conceptual Site Plan:** Shows the site boundaries and the intended proposed future use of the site.

- **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.

- **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.

- **Floor Plan:** A schematic plan of any substantial structure (bath house, restroom, etc.) being proposed for construction within the project scope.

Photographs and Graphics

Photographs and graphics are helpful to augment and support application materials. These images should "take" evaluators to the project site to help sell the project proposal. Applicants should put their names or logos, project names, and RCO project numbers on each photograph or graphic page. Videos and hand-out materials are not permitted.

- **General Project Photo**. All applications require at least one photograph to be attached in PRISM Online in .jpg format. A current ground shot of the project site is helpful.

- **Aerial and Ground Level Views:** Clearly show the worksite or property proposed for acquisition, development, restoration, maintenance, or planning. Orient the aerial and site plan graphics in the same direction throughout. (Aerial imagery is available at county assessor sites, Google maps, etc.)

- **Additional Graphics:** It may be helpful to show the scope of the project through schematic drawings, special design features, renderings, graphs, charts, etc.