

Applicant's To-Do List

Washington Wildlife and Recreation Program State Lands Restoration Category

This to-do list is designed to help you prepare and submit a grant application for the Washington Wildlife and Recreation Program's State Lands Restoration Category.

Grants may be used by the Department of Fish and Wildlife and the Department of Natural Resources to restore or enhance land owned or held in trust by the State of Washington.

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

- Only the Department of Fish and Wildlife and the Department of Natural Resources are eligible to apply in this category.
- Each applicant submits a plan. **Completed, comprehensive habitat conservation plans are due March 1, 2016.** See [Manual 2, Planning Policies and Guidelines](#) and [RCO Planning Requirements](#). For RCO purposes, plans are good for 6 years, so you already may have a plan on file establishing your eligibility.
- Projects must be located on currently owned state land.

Step 2: Applicant Reviews Materials

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

- [Manual 10b](#), *Washington Wildlife and Recreation Program, Habitat Conservation Account and Riparian Protection Account*
- [Manual 5](#), *Restoration Projects*

Step 3: Applicant Submits an Application by May 2, 2016

PRISM Data Fields

PRISM will open in mid-February 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 elected council or commission, board, or executives of your organization. You must adopt the text verbatim even if you choose to use your own format.
- ❑ **Control and Tenure Documentation.** 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.
- ❑ **Environmental Benefits Statement.** Provide a statement on the environmental benefits of the project.
 - The statement must not exceed one, single-sided page.
 - It should be typed, using single-spacing, on white, 8½ x 11-inch paper, with 1-inch margins.
 - Use a regular typeface, such as Arial or Times Roman, 12-point size.
 - Include the applicant name, project name and number, and the date written.
- ❑ **Evaluation: Packet Visuals.** 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 provide written responses to the evaluation criteria (please see the grant program Manual 10b).

The format for your responses is as follows:

- o The total of all evaluation responses must not exceed four, single-sided pages.
 - o Use white, 8½ x 11-inch paper, with 1-inch margins.
 - o Use a regular typeface, such as Arial or Times Roman, 12-point size.
 - o In the header of each page, include the applicant name, project name, and the date written.
 - o Respond to each question in order.
 - o 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.
 - o Do not respond to the population proximity criteria. RCO will score this based on other information or information submitted with the application.
- 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: Regional Location.** One, single-sided page that shows the location of the project in a geographic region of the state. The regional map should identify the county, incorporated areas, major highways, and water bodies, etc., so RCO staff and evaluators can locate the general worksite to within a few miles.
- Map: Site Location.** One, single-sided page showing the specific location of the project. This map must show the project in relation to local roads, park or ranger district boundaries, water bodies, landmarks, etc. If possible, show the boundaries of the site on the map.
- 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.
- Site Plan: 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 proposed project scope.
- Species with Special Status Table.** List each species, community, or habitat type with special status present on the property or in the work site. Include the occurrence, status

and source, and the property or work sites where each species occurs. Further details are in the evaluation criteria (please see the grant program manual).

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, 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: Technical Review – May 2016

RCO sends your application to the evaluation committee for review. RCO also reviews the application for eligibility, completeness, and clarity and then returns the application with committee feedback, questions, or suggested changes.

Step 5: Re-Submit Application by Technical Completion Deadline July 15, 2016

- 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 6: Evaluators Score Projects and Preliminary Ranked List – August 5-26, 2016

RCO provides the advisory committee the applications for review and evaluation. Evaluators are typically given 3 to 4 weeks to score the projects.

RCO staff tabulates the results and meets with the advisory committee to validate the results, establish the committee's funding recommendation, and discuss any proposed process or policy changes.

RCO then announces the results of the evaluation and posts the preliminary ranked lists on its [Web Site](#).

RCO staff present the preliminary ranked list to the Recreation and Conservation Funding Board for final approval and inclusion with the board's recommendation to the Governor and the Legislature.

Step 7: Applicants Submit Pre-Agreement Materials – May 1, 2017

- Applicants provide a [Certification of Applicant Match](#) to show what amounts and sources of match they have in hand for the project. Attach this document to your application in

PRISM Online. This must be provided at least 1 calendar month before the board funding meeting per Washington Administrative Code 286.

- ❑ Applicants provide any other requested pre-agreement materials as required by RCO.

Step 8: Board Awards Grants and RCO Issues Agreements – after July 1, 2017

- The board approves grant funding after the Legislature adopts a budget.
- 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 attend a Successful Applicant Webinar; then complete your project.