

# Applicant's To-Do List

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## Recreational Trails Program

This to-do list is designed to help applicants prepare and submit a grant application for the Recreational Trails Program (RTP).

*Grants may be used to reduce the backlog of deferred maintenance on recreational trails that provide a backcountry experience for trail-related facilities for both non-motorized and motorized trail uses. Under limited circumstances, new "linking" trails, relocations, and education proposals also are eligible.*

All applicants 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: Municipal agencies (cities, towns, counties, school districts, etc.); state agencies; federal government agencies; tribal governments; other government entities (multi-state public agencies and others); non-profit organizations; municipal corporations such as port districts, park and recreation districts, public utility districts, etc., may be eligible if legally authorized to develop and maintain recreation facilities.
- First time applicants submit a legal opinion to establish eligibility.
- Nonprofit applicants verify eligibility (also see Section 2 – Program Policies in [Manual 16, Recreational Trails Program](#)):
  - Registered with the State of Washington as a nonprofit – verify “active” status with [Washington’s Secretary of State](#).
  - Will name a successor as required by state law.
  - Has been active in trail related activities for at least 3 years.
  - Does not discriminate on the basis of age, disability, gender, income, race, religion.

### Step 2: Applicant Reviews Materials

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

- [Manual 16](#), Recreational Trails Program
- [Manual 4](#), Development Projects
- Review [example](#) of written materials.

### Step 3: Applicant Submits an Application by July 1, 2014

## PRISM Data Fields

PRISM will be 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 must also include a north arrow, scale and labels for any major highways, roads, cities, water bodies, etc.

- ☐ **[Authorizing Resolution/Application Authorization](#)** to show the application is supported by the political, 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** (general category only). Include property ownership information such as a deed, and any applicable lease, easement, use agreement, Memorandum of Understanding with a public agency, or the applicable [RCO Landowner Agreement Form](#) with required supporting tenure documents. See [Manual 4, Development Projects](#), for additional details about control and tenure.
- ☐ **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. Respond to each question individually. There are slightly different page limits and questions for each project type. Please see below and the grant program manual.

For all project types, the format (an [example](#) is available for your review) is as follows:

- 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.

### ***Development and Maintenance Projects***

Answer evaluation questions for development and maintenance project types in Section 4: Project Selection of *Manual 16, Recreational Trails Program*.

- The total of all evaluation responses must not exceed three, single-sided pages.
- Respond to the Project Design or Maintenance criterion, not both. Project Design applies only to development projects; Maintenance only to maintenance projects.
- Do not respond to the Matching Shares and Growth Management Act preference criteria. RCO will score these based on other information, or information submitted with the application.

### ***Education Projects***

Answer evaluation questions for education projects in Section 4: Project Selection of *Manual 16, Recreational Trails Program*.

- The total of all evaluation responses must not exceed two, single-sided pages.
- ❑ **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.
- ❑ **Map: Trail and/or Facility Map.** Up to two, single-sided pages showing the geographic scope and extent of the project including the trails and trail systems, or the facilities (such as campgrounds and trailheads), and/or features (peak, lake, river) that a typical user would expect to experience. The maps should show the complete area to be patrolled or maintained.
- ❑ **Map: Area of Potential Effect** (general category only) 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.

- ❑ **Photo.** All applications require at least one general project photograph in .jpg format. A current ground shot or aerial view of the project site is appropriate.
- ❑ **Site Plan: Development Site Plan** (development projects only). One, single-sided page, which 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.

Note that letters and other documented expressions of project support submitted with the application will be made available for advisory committee review. Applicants must summarize this support in a paragraph or two when responding to the Project Support Question.

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 15, 2014

- ❑ Applicants address issues raised during application review and make modifications, if needed.
- ❑ Applicants must complete all revisions and resubmit the application in PRISM Online by the Technical Completion Deadline or the application will be deemed ineligible.

#### Step 6: Evaluators Score Projects and Preliminary Approval

RCO provides the advisory committee the applications for review and evaluation. Evaluators are typically given three to four 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](#).

## Step 7: Applicants Submit Pre-Agreement Materials

- ☐ Applicants provide a [Certification of Applicant Match](#) to show what amounts and sources of match you have in hand for the project. Attach this document to your application in PRISM Online.
- ☐ Applicants provide any other requested pre-agreement materials as required by RCO.

## Step 8: Board Awards Grants and RCO Issues Agreements

- Recreation and Conservation Funding Board approves the grant awards, contingent on Congressional approval of funding for the Recreational Trails Program.
- RCO works with the applicant to execute a project agreement before work begins.
- Applicants review other RCO policy manuals:
  - [Manual 7](#), Long-term Obligations
  - [Manual 8](#), Reimbursements
- Applicant participates in a Successful Applicant Webinar; then completes the project.