



RCO Grants 101

IACC
Conference

October 2019



Goals and Purpose – RCO Grants 101

Goals

- Get to know RCO and our grant programs
 - Recreation and Conservation grants
- Advice on selecting a project and submitting an application

Purpose

- Start thinking about projects you have that might fit

Next application round in early 2020

- So this is good timing!



Agenda – RCO Grants 101

- Intro to RCO
- General information and requirements
 - Eligibility
 - Ongoing responsibilities and stewardship
- Overview of grant programs
 - Who can & how to apply for grants
- Selecting a project
 - Scoping projects and developing budgets
- Grant writing and presentation tips
 - Technical review and evaluation meetings
- Questions



This PowerPoint will be made available.

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Recreation and Conservation Office

- Administer competitive grant programs
- Salmon Recovery (not covered today)
- Recreation and Conservation
 - 31 programs/categories
 - \$120-150 Million per grant round (every other year)

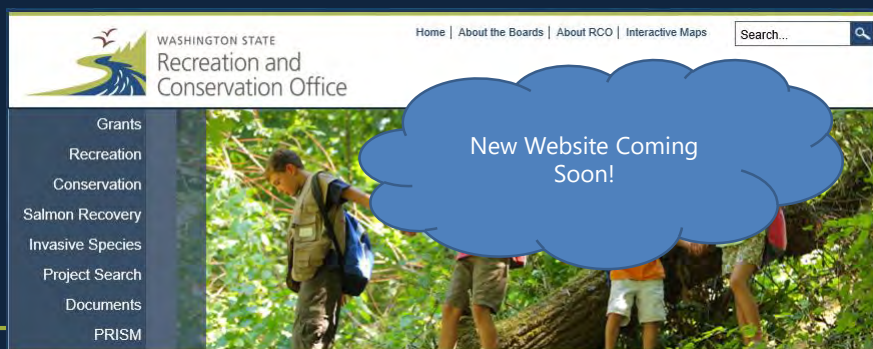


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Finding Grant Information

Information for each program is available on RCO's Website at www.rco.wa.gov including:

- Logging into PRISM
- Grant program manuals
- 'To Do' Lists
- Example presentations
- Planning information
- Forms and templates



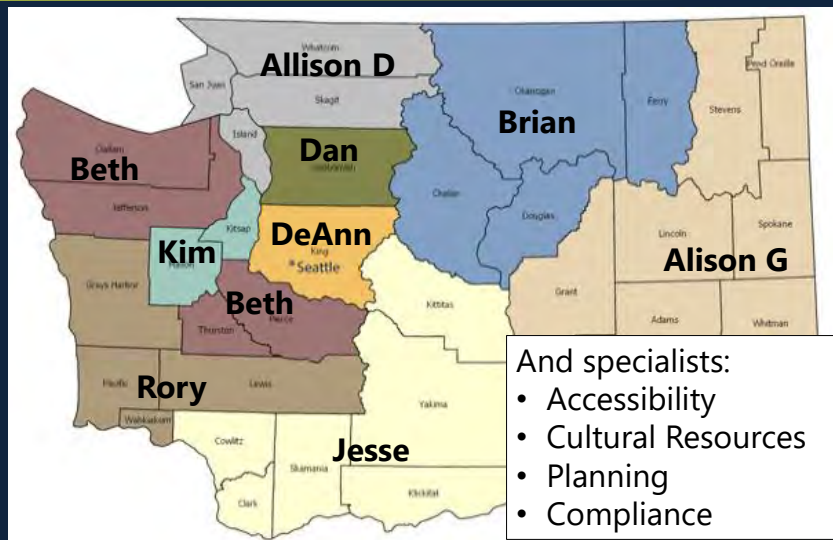
Outdoor Grant Managers

- Assist in the application process
- Review projects for eligibility and completeness
- Help applicants prepare for:
 - Technical review
 - Evaluation
- Project implementation
 - Monitor active project progress
 - Approve reimbursement requests
 - Conduct final inspection and project close-out



RCO outdoor grant managers are here to help you through the application, evaluation process, and beyond.

Outdoor Grant Managers – Local Agency Assignments



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2020 Grant Applications

- Submit application 2020
- Grant awards: July 2021

IMPORTANT:

- Only costs incurred during the Agreement period are eligible
 - With a few exceptions: contact your grants manager
- Grant payments are made on reimbursement basis



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Project Types

Varies by Grant Program

- Acquisition
- Development
- Education (NCLI & trails)
- Planning (boating & trails)
- Maintenance (trails)
- Restoration
- Combination Projects
 - Acquisition and development
 - Acquisition and restoration
 - Acquisition and planning



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Eligible Applicants

Varies by Grant Program:

- Cities
- Counties
- Conservation Districts
- Federal Agencies
- Lead Entities
- Native American Tribes
- Park and Recreation Districts
- Private Landowners
- Non-Profit Organizations
- School Districts
- Special Purpose Districts
- State Agencies



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Eligibility and Other Issues

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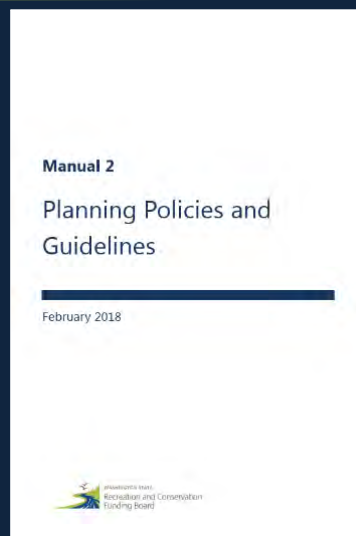
Legal Opinion



- Former applicants on file
- Required for all first time applicants
 - Receive and expend public funds
 - Enter a State contract
 - Acquire interests in real property
 - Develop and manage properties for public conservation and outdoor recreation
- Template available

Planning Eligibility

- Some programs require comprehensive parks and recreation or habitat conservation plans:
 - Boating Facilities Program
 - Land and Water Conservation Fund
 - Nonhighway and Off-Road Vehicle Activities (except education/enforcement and maintenance)
 - Washington Wildlife and Recreation Program (except farmland and forestland)
- Plans due: March 1, 2020
 - Effective for 6 years
- For assistance:
 - Manual #2, *Planning Policies*
 - https://www.rco.wa.gov/grants/planning_requirements.shtml



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Other Application Requirements

- Application Authorization/Authorizing Resolution
 - Formal adoption of resolution
 - Authorization of project and delegating authority to sign
- Local Agency Review and Conferral – for WWRP Acquisitions
 - Notice and dialogue with local jurisdiction
- Control and Tenure – for development, restoration, planning and maintenance projects
 - Must own or have sufficient control of property

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Waiver of Retroactivity - Acquisitions

- RCO approval for an applicant to purchase property prior to having a signed project agreement
- Requests for Waivers of Retroactivity:
 - Made in writing prior to closing the property and justify why immediate action is necessary
 - Waiver of Retroactivity request checklist
- Only for Acquisition projects
- Effective for 2 grant cycles
- Refer to RCO Manual 3 for details



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Joint and Cooperative Projects

- Two organizations jointly implement a project
 - Co-sponsors
 - Binding agreement between the organizations
- Both must meet the eligibility and application requirements
 - Eligible sponsor
 - Legal opinion
 - Planning eligibility
 - Resolution
- Both become equally responsible for:
 - Project implementation
 - Long term compliance
- Consult RCO EARLY



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- Split scope of work if needed
- Each phase must stand on its own



- Need to ensure adequate public access
- Public outdoor recreation use remains primary

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- Applicant's share of the project
- Essential to the scope of work
- Must be eligible activity
- Must occur during grant
- Cash or donated labor/materials
- Demonstrates local support for projects
- Preference for match in some programs' evaluation criteria



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Match Reduction

- Only 2 Programs
 - WWRP: only in Local Parks, Trails, and Water Access Categories
 - Youth Athletic Facilities
- Must meet specific requirements
- Based upon median income
 - Communities in need
 - Underserved populations
 - Counties in need
 - Federal disaster area
- <https://www.rco.wa.gov/grants/MatchReduction.shtml>



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Developing a Project Budget

- Cost estimates are the basis for the grant award
- Consider:
 - Feasibility and permitting
 - Value of property being acquired
 - Prevailing wage and competitive procurement requirements
 - Estimates from contractors and suppliers
 - Inflation
 - Grant awards July 2021 (earliest)
- Cost (grant award) increases are not common



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Accessible Design

- Facilities must be designed to be accessible for all
- Incorporate early
- Additional information:
 - Online presentation on accessibility
 - See "Making Your Project Accessible to All" on RCO's Web site



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Cultural and Historic Resources

- Almost all projects undergo review for impact on archeological and cultural resources; very few are exempt
- RCO leads or coordinates this process
- A survey or mitigation may be required
- **IMPORTANT:** clearance is required before any ground disturbing activities



Where can I get more information?

- RCO's website
- Governor's Office of Indian Affairs
- Washington Department of Archaeology and Historic Preservation

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Project Implementation

- Projects should be ready to implement upon award of grant funds, but...
- Do not begin construction until:
 - Contract executed with RCO
 - Cultural resources or archaeological reviews are complete
 - Obtained the appropriate environmental clearances
- Projects should be completed within two to three years



February 2018

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Long-Term Obligations

To protect the public's investment, completed projects, in most cases, should be maintained in perpetuity, that is forever!



- Establish a project boundary
- RCO will inspect your site every 5 years.
 - Compliance Issues
 - Lack of maintenance, site not open on a regular or reasonable basis, acknowledgement signs missing
- Review Manual 7

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RCO Grant Programs

RCO Grants 101
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Grant Programs Overview

May 1 Application Deadline:

- Aquatic Lands Enhancement Account (ALEA)
- Boating Infrastructure Grant (BIG)
- Land and Water Conservation Fund (LWCF)
- No Child Left Inside (NCLI)
- Youth Athletic Facilities (YAF)
- Washington Wildlife and Recreation Program (WWRP)

November 1 Application Deadline:

- Boating Facilities Program (BFP)
 - Firearms and Archery Range Recreation (FARR)
 - Nonhighway and Off-Road Vehicle Activities (NOVA)
 - Recreational Trails Program (RTP)
-

Aquatic Lands Enhancement Account

- Aquatic lands enhancement, protection, and public access
- Projects must be on navigable water bodies
- Project Types
 - Acquisition
 - Development/Restoration
 - Combination
- Public Agencies and Tribes (federally recognized)
 - 50% match required for all applicants
 - Grant Limits
 - \$1,000,000 acquisition/combination
 - \$500,000 development/restoration



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Boating Infrastructure Grants

- Transient/guest boating facilities that support recreational vessels 26' or larger
- Project Types
 - Development/Renovation
 - Information/Education
- Eligible Applicants
 - Public Agencies
 - Tribes
 - Nonprofits
 - Private operators
- Match and Grant Limits
 - 25% match
 - Tier 1: \$5,000 - \$192,086
 - Tier 2: \$200,001 - \$1,440,645



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Land and Water Conservation Fund

- Grants for active and passive outdoor recreation areas
- Project Types
 - Acquisition
 - Development/Renovation
- Public Agencies and Tribes
 - 50% match
 - Grant Limits
 - \$25,000 minimum
 - \$500,000 maximum



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No Child Left Inside

- Funding for youth outdoor programs that help get underserved kids outside
- Staff, equipment, transportation, lodging and meals (*facility construction is not eligible)
- Cities, counties, non-profit organizations, afterschool programs, school districts, Tribal governments

Grant Limits and Funding Categories

- Tier 1* \$5,000-\$25,000 No Match Required
- Tier 2 \$5,000-\$75,000 – 25% Match Required
- Tier 3 \$75,000-\$150,000 – 25% Match Required

* Tier 1 - Only available to programs and organizations that have never received NCLI grants



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Youth Athletic Facilities



- Funding to renovate outdoor athletic facilities serving youth and communities.
- Project Types
 - New construction and renovation
 - Acquisition (limited - only combined with an eligible renovation project)
- Cities, counties, qualified nonprofit organizations, tribes
 - 50% (Match reduction policy does apply to this program)
 - \$25,000 minimum
 - \$350,000 maximum
- Small Grants Category
 - 10,000 or less population
 - \$75,000 maximum

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Washington Wildlife Recreation Program (WWRP)

- Created in 1990 to...
 - Acquire as soon as possible the most significant lands for wildlife conservation and outdoor recreation purposes before they are lost.
- Funding
 - General obligation bonds appropriated by the legislature.
- Eligible Applicants
 - Include “federally recognized Indian tribes” (RCW 79A.15.010)



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Washington Wildlife Recreation Program (WWRP) – Accounts and Categories

- Habitat Conservation
 - Critical Habitat
 - Natural Areas
 - Urban Wildlife Habitat
 - State Lands Restoration/Enhancement
 - Riparian Protection
- Farmland and Forestland Preservation
- Outdoor Recreation
 - State Parks
 - Local Parks
 - Trails
 - Water Access
 - State Lands Development/Renovation



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WWRP - Critical Habitat

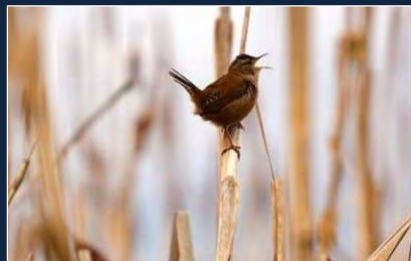


- Wildlife habitat including game and non-game species
- Includes:
 - Wetlands and riparian areas
 - Forests, shrub-steppe
 - Deer/elk winter range
 - Fish/shellfish habitats
- Project Types
 - Acquisition
 - Development/Restoration
 - Combination
- Local Agencies, Tribes, Nonprofits, State Agencies
 - 50% match (except state agencies)
 - No maximum grant request

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WWRP - Urban Wildlife Habitat

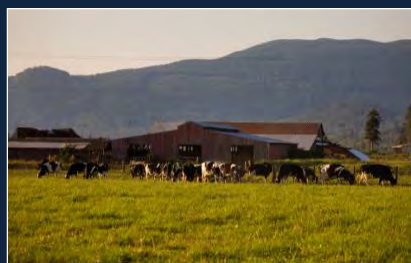
- Acquire and/or develop land to enhance habitat for wildlife, freshwater and marine fish or shellfish in urban settings
- Urban
 - Within the corporate limits or 5 miles of a city or town with a population of at least 5,000
 - Within 5 miles of an adopted UGA in a dense county
- Local Agencies, Tribes, Nonprofits, State Agencies
 - 50% match (except state agencies)
 - No maximum grant request
- Funding Formula
 - 40% local agencies
 - 40% state agencies
 - 20% partially funded projects



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WWRP - Farmland & Forestland

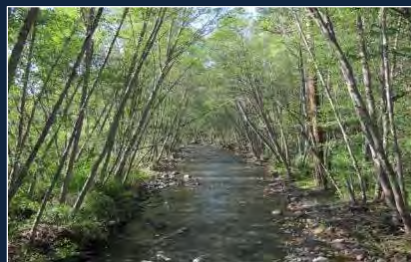
- Purchase development rights (conservation easements) to protect working farm and forest land, and secondarily to enhance or restore ecological functions on those lands.
- Project Types
 - Acquisition (must be included)
 - Restoration (optional)
- Cities, Counties, Nonprofits, and the Conservation Commission
 - 50% match required (except for the Conservation Commission)
 - No maximum grant request
 - Restoration may not exceed 50% of the total acquisition cost



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WWRP - Riparian Protection

- To protect riparian habitat which includes, but is not limited to, shorelines and near-shore marine habitat, estuaries, lakes, wetlands, streams, and rivers.
- Project Types
 - Acquisition (must be included)
 - Development/Restoration (optional)
 - Site Stewardship Plans eligible
- Local Agencies, Tribes, Nonprofits, State Agencies
 - 50% match (except state agencies)
 - No maximum grant request



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WWRP - Local Parks

- Active or passive outdoor recreation sites with upland and/or water oriented elements
- Considered the most competitive program category
 - Project Types
 - Acquisition
 - Development/Renovation
 - Combination
 - Local Agencies and Tribes only
 - 50% match
 - Grant Limits
 - \$1,000,000 acquisition
 - \$1,000,000 combination
 - \$500,000 development
 - 50% of funds for acquisitions



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WWRP - Trails

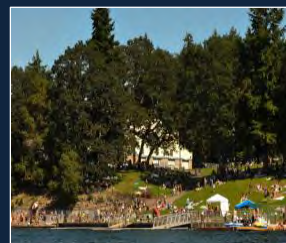
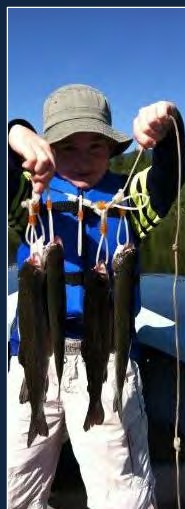
- Pedestrian, bicycle, equestrian, or cross-country ski trails
- Non-motorized activities only
- Project Types
 - Acquisition
 - Development/Renovation
 - Combination
- Public Agencies and Tribes
 - 50% match for locals
 - No maximum grant request
- Trails – defined
 - Not sidewalk or road shoulder
 - If along a roadway need separation and/or physical barriers



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WWRP - Water Access

- Projects that provide physical access to shorelines for water related recreation
- Non-motorized activities
- Project Types
 - Acquisition
 - Development
 - Renovation
- Public Agencies and Tribes
 - 50% match for locals
 - No maximum grant request
- 75% of funds for acquisitions



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Boating Facilities Program

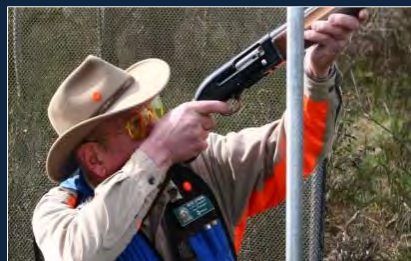
- Motorized recreational boating activities (preference for trailerable)
- Project Types
 - Acquisition
 - Development/Renovation
 - Planning/Permitting
 - Combination
- Public Agencies and Tribes
 - 25% match (locals/tribes)
 - \$1,000,000 acquisition/development
 - \$200,000 / 20% of construction costs for planning projects
- Transient/guest use
 - 14-day stay max



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Firearms & Archery Range Recreation

- Archery and shooting sports facilities
 - Acquisition
 - Development/Renovation
- Public Agencies and Nonprofits
 - Match Required
 - 50%
 - 33% safety/noise abatement elements
 - \$150,000 maximum grant request
- Public Hearing or Meeting
 - Required if new range or substantial new external impact
- Range and Course Safety Policy
 - Required for all projects
 - Must have qualified professional certify



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Nonhighway and Off-Road Vehicle Activities

- Motorized and non-motorized recreation
 - Acquisition
 - Development
 - Planning
 - Education and enforcement
 - Maintenance and operation
- Public agencies and Tribes
 - No match required, but strongly encouraged via evaluation criteria
 - Grant limits vary by category
- NOVA Categories:
 - Nonhighway Road
 - Nonmotorized
 - Off-Road Vehicle
 - Education and Enforcement



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Recreational Trails Program

- Trails that provide a backcountry experience
- Motorized and non-motorized
- Reduce backlogged maintenance
- Project Types
 - Development (limited)
 - Maintenance
 - Education
- Public Agencies, Nonprofits, Tribes
 - 20% match
 - Grant Limits
 - \$20,000 education
 - \$150,000 general (development/maintenance)
- Evaluation Criteria Emphasis
 - Need and Need Satisfaction



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Selecting a Project

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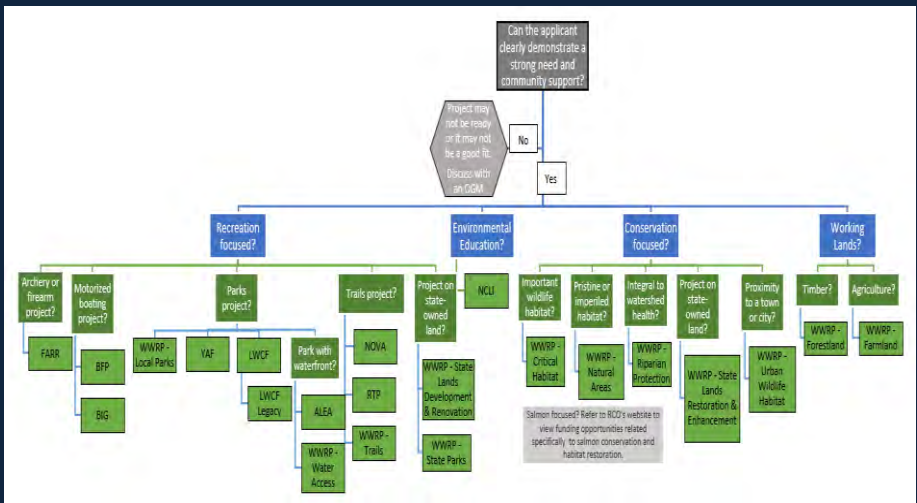
Priority projects

- Priority
 - for your organization/community
 - in your area/trail system
- Will help demonstrate Need and Support



Selecting Projects

Key to Selecting RCO Grant Programs*



*simplified

Project fits grant program goals

At a Glance

Washington Wildlife and Recreation Program's Habitat Conservation Account					
	Critical Habitat	Natural Areas	Riparian Protection	State Lands Restoration and Enhancement	Urban Wildlife Habitat
Purpose	Grants to conserve areas important for the protection, management, or public enjoyment of wildlife	Grants to conserve areas that have retained their natural character and are important in preserving rare or vanishing wildlife, geological, natural, historical, or similar features of scientific or educational value	Grants to conserve land along the water, as well as submerged land such as streambeds, which can provide functional habitat for salmon and other wildlife	Grants to restore or enhance land owned by the State of Washington or held in trust by the State	Grants to conserve areas near cities important for the protection or public enjoyment of wildlife
Who may apply?	<ul style="list-style-type: none">Local agenciesNative American tribesNonprofit nature conservancy organizationsState agencies	<ul style="list-style-type: none">Nonprofit nature conservancy organizationsState agencies	<ul style="list-style-type: none">Local agenciesNative American tribesNonprofit nature conservancy organizationsSalmon recovery lead entitiesState agencies	<ul style="list-style-type: none">State Department of Fish and WildlifeState Department of Natural ResourcesState Parks and Recreation Commission	<ul style="list-style-type: none">Local agenciesNative American tribesNonprofit nature conservancy organizationsState agencies

Page 3

Manual 10b, WWRP Habitat Conservation Account • March 2018

Selecting Projects

Project fits grant program goals

- Find a grant program that is the best fit AND make sure it's a good fit.
- Don't try to "force it" - will come thru in evaluation.
- Split scope of work if needed



Selecting Projects

Review evaluation criteria

- Basis for project ranking
- Separates projects from one another



Selecting Projects

1. Question title

2. Question

3. Guidance/criteria to consider

4. Point range

5. Multiplier

Need: What is the need for new, improved, or maintained facilities?³⁰
(Applicants respond only to bulleted items clearly relevant to your project.)

A) State, Regional, Land Manager, or Community Needs

- Cite any publicly reviewed and adopted plan that supports the need for the project by name, location, or type.
- Describe why NOVA funds are critical to the completion of this project (current physical condition, safety, environmental issues, imminent threat of loss of recreation, etc.)

B) Inventory Issues

- Describe similar opportunities now available in the local area.
- Describe the need for new and/or improved facilities in the service area. For example, are there overcrowding issues? Is this a unique recreational experience?
- Describe any significant maintenance backlog in the project area.

C) Use

- Describe how accessible (including to people with disabilities) the finished project will be to intended users.
- Describe how heavily trails and support facilities in the area are used.
- Describe any un-served or under-served user groups.

Point Range: 0-5 points, which staff rate multiplies by 3.

0 points: No or very weak need established.

Selecting Projects

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Matching resources available

- Required in most grant programs
- Encouraged in some evaluation criteria:
more match = more points



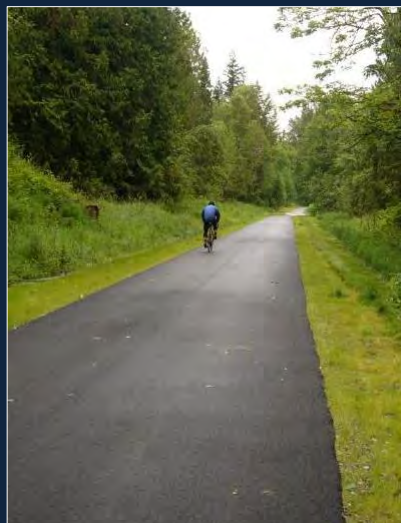
Examples:

- Appropriations/cash
- Force account
- Other grants
- Donations
 - Equipment
 - Land
 - Labor
 - Materials

Selecting Projects

Other considerations

- Control & Tenure
 - If don't own land start early to get lease/agreement
 - Upland and aquatic land
- Ready to proceed upon grant award
- Community support
- Partnerships



Selecting Projects

Contact RCO staff

RCO Staff

- Grants Managers
- Cultural Resource Specialist
- Compliance Specialist



Selecting Projects



Grant Writing and Presentation Tips

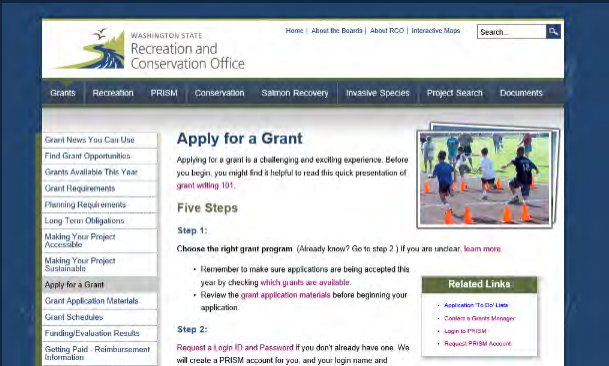
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Two part application process

1. PRISM Online Application

2. Evaluation

- a) In-person
- b) Written



Part 1: PRISM Online Application

A screenshot of the PRISM Online Application interface. The top navigation bar includes Home, Menu, Sponsor Resources, Staff Resources, and Help. The main content area is titled 'GETTING STARTED' and features four icons: Planning Requirements, Manuals and Documents, Contact an RCO Grant Manager, and Instructional Videos. The 'New Application' section prompts the user to make selections to start the process. It includes three steps: selecting the sponsoring organization (Stellacom Parks & Community Services), selecting the program (WWRP- Local Parks), and entering a project name (Stinson Lake dock replacement). A red notice indicates the application cycle is from August 1, 2020, to August 28, 2020. Below this, there are instructions on how to proceed, including a link to contact Katie Pruitt. At the bottom, there is a 'Go to Project' field and a 'GO' button, along with 'Start Application' and 'Cancel' buttons.

PRISM Online Application

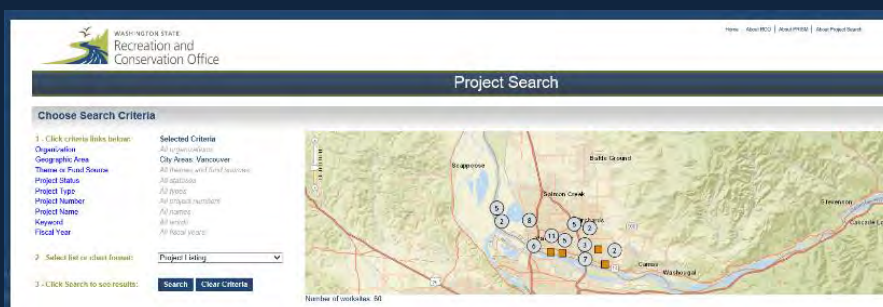
The screenshot displays the PRISM Online Application interface. On the left is a sidebar with the 'APPLICATION WIZARD' menu, including 'PROJECT DETAILS', 'Partners', 'Contacts', 'Program & Project Type', 'OPTIONS', 'Project Application Report', 'Go to Project', 'Go to Org', and 'Go to Profile'. The main content area is titled 'PROJECT NAME AND DESCRIPTION'. At the top of this section, a status bar indicates 'APPLICATION: 19-1000 APPLICATION BY ALLISOND APR 9 AT 8:7' with a red circle around the application ID. Below this, the 'PROJECT NAME' section prompts the user to 'Enter a name that uniquely describes your project. Your name should include location and activity. (Max 50 characters)' and includes a 'Print Sample Project' link. The 'PROJECT DESCRIPTION' section prompts the user to 'Enter a description of the project. Then click "NEXT" (Max 1,500 Characters)' and lists required information: 'Type of project (acquisition, restoration, development, design, education, maintenance, etc.)', 'Location information', 'Current grant to be reviewed', 'Primary type of habitat to be protected or restored', 'Priority species to be protected', and 'Primary outdoor recreation opportunity to be provided'. It also notes that 'Habitat will be acquired, restored, developed, under development with grant funds'. A 'For description examples and additional guidance, please click here: description instructions' link is provided. A text input area with a rich text editor toolbar is shown below the instructions. A 'Save' button is located at the bottom right of the main content area.

PRISM Online Application

- Fill out all screens and fields
- Be consistent throughout
 - Make sure project description matches metrics
- Start early and save often!
- You can exit and come back
- Grants Managers and PRISM staff are here to help

Project Examples Available

- All past applications/project are available to view
- Project Search on website or in PRISM
- Attachments include application materials



Part 2: Evaluation

Depending upon the grant program, will be either:

a) In-Person Process

- Applicants present projects to evaluators

-or-

b) Written Process

- Written materials are used by evaluators to review and score projects



In-Person Technical Review



- Practice session to present to the Advisory Committee
- Committee members provide feedback and suggestions
- RCO Staff reviews application for eligibility, completeness, and clarity
- In-Person technical review is not required but **HIGHLY RECOMMENDED!**

In-Person Presentation

- Choosing a presenter
- Be aware of time limits
- Start with a clear project statement
- Structure/outline based on criteria
- Spend more time on higher point value criteria



In-Person Presentation

- Practice, practice, practice!
- Practice with a projector and in front of audience
- Incorporate feedback from RCO staff and reviewers



Evaluation Materials

- Photos
 - Clear, current, good weather, show users
 - Same project site...or note if it's an example



Evaluation Materials



Evaluation Materials

- Maps and graphics
 - Bold labels
 - Circles and arrows
 - Identify major cities, highways/roads
- Don't assume evaluators know your location



Evaluation Materials



Evaluation Materials

PROJECT PHASING MAPS

- Illustrate the different phases of a large scale project.



Evaluation Materials

- Tell the story and “take” evaluators to your site

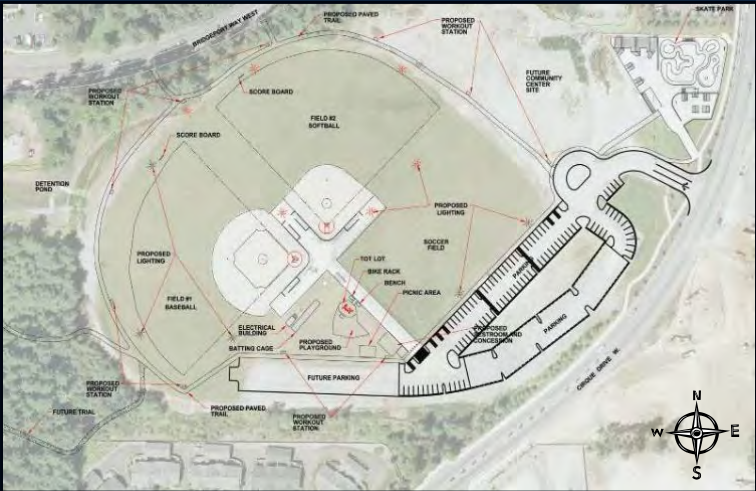
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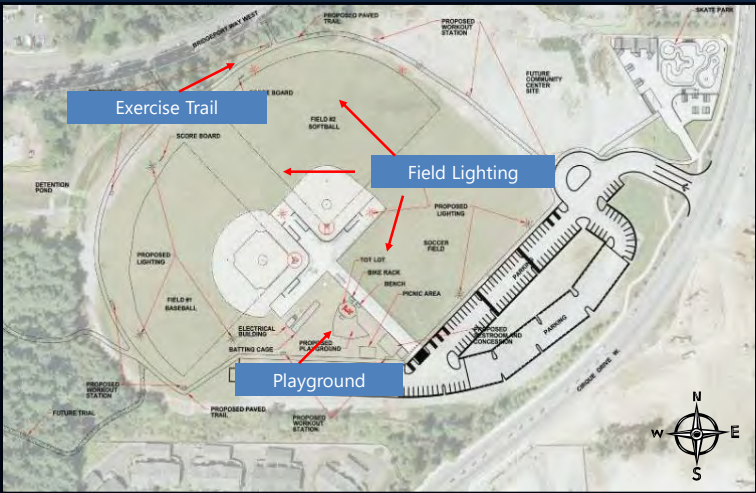
To access



Site Plans



Site Plans



Site Plans



Site Plans



Written Process

- Written responses to evaluation criteria
 - Clearly establish the “why” of the project
 - Be clear and succinct
 - Same guidance for photos, maps, plans



Resources

Applicant's To-Do List

Washington Wildlife and Recreation Program Local Parks Category

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

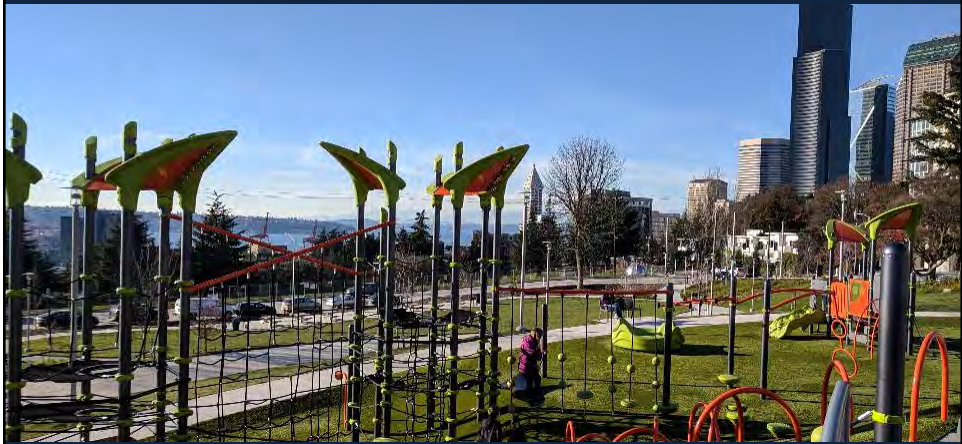
Grants in this category are for projects that buy land, or develop or renovate land or facilities for parks.

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

- Eligible Applicants: Cities, counties, towns, federally recognized Native American tribes, special purpose districts, port districts, or other political subdivisions of the state providing services to less than the entire state if legally authorized to acquire and develop public recreation facilities.
- If you are a first-time applicant, submit a legal opinion to establish eligibility.

Grant Writing and Presentation Tips



The bottom line:

Make it easy for evaluators to score your project.



Closing

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Wrap-Up

Handouts

- Key to RCO Grant Programs
- Grant Programs At-a-Glance Spreadsheet



2020 Grant Applications

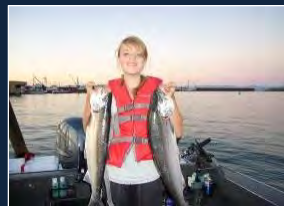
- Planning 2019
- Applications 2020
- Grant awards July 2021
- Only costs incurred during the Agreement period are eligible...with a few exceptions:



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A Few Tips for Success

- Establish eligibility
- Determine the best grant program/category for your project.
- Be selective, RCO grants are not for every project proposal
- Take time to accurately scope and cost your project.
- Use the 'To Do' list and other resources on RCO's web site.
- Communicate with your Grants Manager (EARLY and OFTEN).



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THANK YOU! Questions...?



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