

# Applicant's To-Do List

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## Youth Athletic Facilities (YAF)

This to-do list is designed to help you prepare and submit a grant application for the Youth Athletic Facilities grant program.

*Grants may be used to purchase land and develop or renovate outdoor athletic facilities serving youth.*

YAF has the following two categories:

- Small Grants: For [small communities](#) with projects where the total project cost does not exceed \$150,000 and the grant request is not larger than \$75,000.
- Large Grants: Grant requests from \$25,000 to \$350,000.

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, park districts, Native American tribes, and qualified non-profit organizations.

- If you are a first-time applicant, you must submit a legal opinion to establish eligibility.
- Nonprofit applicants must meet the following eligibility criteria (also see Section 2: Program Policies in [Manual 17, Youth Athletic Facilities](#)):
  - Registered with the Washington Secretary of State as a nonprofit corporation—verify “active” status with Washington’s Secretary of State at [www.sos.wa.gov/corps/](http://www.sos.wa.gov/corps/).
  - Has been active in youth or community athletic activities for a minimum of 3 years.
  - Does not exclusively use the facilities paid for through this program. The organization must allow public access to the facility funded. See the section titled “Facilities Must be Open to the Public” in [Manual 17, Youth Athletic Facilities](#).

- Does not discriminate on the basis of race, religion, creed, gender, sexual orientation, disability, or income. For example, “boys only” or “girls only” organizations would not be eligible to apply for a grant.
- Nonprofit applicants must provide a copy of their Articles of Incorporation and bylaws. Please e-mail these documents directly to your RCO grants manager.

## Step 2: Applicant Reviews Materials

Review the appropriate RCO manuals for this grant project:

- [Manual 17, Youth Athletic Facilities](#)
- [Manual 3, Acquisition Projects](#)
- [Manual 4, Development Projects](#)
- [Manual 7, Long-Term Obligations](#)

Applicants who are required to plan under the Growth Management Act (Revised Code of Washington 36.70A), should consult their organizations' planning departments or contact the Washington State Department of Commerce's Growth Management Services to determine their compliance statuses with the Growth Management Act. RCO uses information reported by the Department of Commerce in evaluation scoring. Applicants in compliance receive a zero (0) score on the question; out of compliance status results in a minus one (-1) score. If your organization is out of compliance, this advance inquiry may give you time to change your status before the technical completion deadline.

## Step 3: Applicant Submits an Application by May 1, 2018

### PRISM Online Application

PRISM will open in February. To start your grant application, go to [PRISM Online](#) to access the Application Wizard and select “Get Started/Start New Application.” Select the Youth Athletic Facilities – Renovation category. 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. If the project

includes acquisition and renovation, you must attach the documents required for both project types.

- ❑ **Authorizing Resolution/Application Authorization** (due by the technical completion deadline) 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 of the land.
- ❑ **Evaluation: Written Criteria Responses.** All grant requests must be completed and submitted in the format prescribed by the director.<sup>1</sup> Responses should be tailored to the facility proposed in the application and should not include other unrelated facilities (fields, courts, etc.) that might be at the same park or complex. Applicants must provide written responses to Evaluation Criteria 1-7 and attach them to their applications in PRISM (attachment type: Evaluation: Written Criteria Responses).
  - Use white, 8½ x 11-inch paper, with 1-inch margins.
  - Use Times New Roman, 12 point font.
  - At the top of each page, print: applicant name, project name, and date written.
  - The total of all evaluation responses must not exceed **five**, single-sided pages. Pages in excess of the five-page limit will not be included as part of the evaluation packet.
  - In order, print the criteria’s number, followed by the criteria title, and then the response. Each criteria must have its own separate answer.
  - Do not respond to Criteria 8-10 (Matching Shares, Proximity to People, and Growth Management Act). RCO will score these criteria based on information submitted in the application.
- ❑ **Landowner Acknowledgement Form** (acquisition projects only). You must demonstrate that the landowner is aware of your interest in purchasing the property. There are several options to meet this requirement (see Section 3: Application Requirements in *Manual 3, Acquisition Projects*).
- ❑ **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

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<sup>1</sup>Washington Administrative Code 286-13-020

location and identify features such as section, township, and range. For most projects, a topographic base map is most appropriate, though in densely populated areas an aerial base map can be used.

- ❑ **Map: Athletic Facility.** One, single-sided page that shows an image (aerial or schematic) of the athletic facility and displays all fields and courts, restrooms, pathways, parking, and support amenities. Denote the specific boundary associated with the YAF project.
- ❑ **Map: Boundary Map–Draft** shows the extent of the site covered by the grant agreement. The map is used by RCO and the sponsor to ensure compliance with provisions in the project agreement. Factors to consider when establishing boundary maps include: project scope, a complete recreation or public access experience, site management unit or area, and past RCO grant assistance at the site. See *Manual 4, Development Projects*, for additional details and boundary map requirements.
- ❑ **Map: Parcel Map** (acquisition projects only) shows the parcels to be acquired in the scope of work as well as adjacent land ownership. Show the parcels in relation to local roads, landmarks, etc. Include the county parcel numbers on the map.
- ❑ **Photograph.** Every application requires at least one project photograph in .jpg format. This photograph will be presented on the project snapshot page that will be used by evaluators. The photograph should characterize the project.
- ❑ **Site Plan: Conceptual Site Plan** (acquisition projects only) provides a visual diagram of the intended future use and development of the property.
- ❑ **Site Plan: Development site plan.** 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.
- ❑ **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.

Note that letters and other documented expressions of project support or concern submitted with the application will be made available to the evaluators. Applicants also should summarize this when responding to the project support and partnerships question. **All letters must be combined into one PDF and attached to the project in PRISM.**

Also note that your application and most attachments will be available for review by RCO staff, evaluators, and the public, except for a few protected items, such as cultural resources data or confidential appraisal documents, as soon as you start entering data into PRISM.

#### Step 4: Technical Review–May 2018

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 July 13, 2018

- Address issues raised during technical review and make modifications, if needed.
- [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.
- 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 3-24, 2018

RCO provides applications to the evaluators for review and scoring. Evaluators are typically given 3 to 4 weeks to score the projects.

RCO staff tabulates the results and meets with the evaluators to validate the results, establish their funding recommendation, identify any “Do Not Fund” recommendations, 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–May 1, 2019

- 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. This must be provided at least 1 calendar month before the board funding meeting per Washington Administrative Code 286.
- If a combination project, you must secure the property at least 1 month before the board considers approving funding (see *Manual 3*).
- Provide any other requested pre-agreement materials as required by RCO.

#### Step 8: Board Awards Grants and RCO Issues Agreements–after July 1, 2019

- The Recreation and Conservation Funding Board approves grants.
- RCO works with you to execute a project agreement before work begins.

- ❑ You review the following RCO policy manuals:
  - *Manual 7, Long-Term Obligations*
  - *Manual 8, Reimbursements*
- ❑ You attend a Successful Applicant Webinar; then complete your project.