

Manual 17

Youth Athletic Facilities

June 11, 2024

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At a Glance

Youth Athletic Facilities

	Large Grants
Purpose	The program provides grants to buy land and develop or renovate outdoor athletic facilities serving youth.
Who may apply?	<ul style="list-style-type: none"> • Cities • Counties • Park districts • Native American tribes • Qualified nonprofit organizations
Is a plan required?	No
What types of projects are eligible?	<ul style="list-style-type: none"> • Acquisition • Development and renovation • Combined land acquisition and development or renovation
What kinds of athletic facilities are eligible?	For example, athletic fields (baseball, football, lacrosse, rugby, softball, soccer), skating rinks, sports courts (basketball, handball, tennis, volleyball), sports facilities (BMX track, golf course, track and field), and swimming pools
What are the grant limits?	<ul style="list-style-type: none"> • \$25,000 to \$1.5 million • No limits on the total project cost.
What must the project sponsor contribute?	50 percent, except match may be reduced for communities in need, underserved populations, counties in need, or communities providing facilities in federal disaster areas.
How is the project evaluated?	RCO reviews the application for eligibility, completeness, and clarity. An advisory committee reviews written responses to evaluation questions then scores and ranks the projects.
When are applications due?	May 1, 2024
When are grants awarded?	June 2025 estimate
What's new this year?	<ul style="list-style-type: none"> • Acquisition-only projects are eligible now. • Increased the grant limit to \$1.5 million. • Washington Wildlife and Recreation Program Local Parks Category grants no longer may be used as match. • Changed the evaluation criteria to address priorities in recently completed studies including RCO's equity review and state comprehensive outdoor recreation plan. • Included in this manual existing rules about time limits, extensions, inspections, acknowledgments, and signs.

Small Grants	
Purpose	The program provides grants to develop or renovate outdoor athletic facilities serving youth in small communities.
Who may apply?	<ul style="list-style-type: none"> • Cities (Ten thousand or fewer residents) • Counties (Sixty thousand or fewer residents) • Park districts (Ten thousand or fewer residents) • Native American tribes • Qualified nonprofit organizations (The population of the jurisdiction where the project lies must meet the cities/counties criterion.)
Is a plan required?	No
What types of projects are eligible?	Development and renovation
What kinds of athletic facilities are eligible?	For example, athletic fields (baseball, football, lacrosse, rugby, softball, soccer), skating rinks, sports courts (basketball, handball, tennis, volleyball), sports facilities (BMX track, golf course, track and field), and swimming pools
What are the grant limits?	<ul style="list-style-type: none"> • \$350,000 • Total project cost may not exceed \$700,000.
What must the project sponsor contribute?	50 percent
What must the project sponsor contribute?	Exceptions: Match may be reduced for communities in need, underserved populations, counties in need, or communities providing facilities in federal disaster areas.
How is the project evaluated?	RCO reviews the application for eligibility, completeness, and clarity. An advisory committee reviews written responses to evaluation questions then scores and ranks the projects.
When are applications due?	May 1, 2024
When are grants awarded?	June 2025 estimate
What's new this year?	<ul style="list-style-type: none"> • Increased the grant limit to \$350,000. • Washington Wildlife and Recreation Program Local Parks Category grants no longer may be used as match. • Included in this manual existing rules about time limits, extensions, inspections, acknowledgments, and signs.

Section 1: Introduction

This section covers the following:

- ✓ The Youth Athletic Facilities program
- ✓ Recreation and Conservation Funding Board
- ✓ Who makes decisions
- ✓ Where to get information
- ✓ Grant process and timeline
- ✓ Time limits and extensions

The Youth Athletic Facilities Program

Program Purpose¹

The Youth Athletic Facilities (YAF) grant program provides money to buy land and develop or renovate outdoor athletic facilities serving youth.

An athletic facility is an outdoor facility used for playing sports or participating in competitive athletics and excludes playgrounds, tot lots, vacant lots, open or undeveloped fields, and open areas used for non-athletic play.

The priority is to enhance facilities that serve people who participate in sports and athletics through the age of eighteen. Compatible, multi-generation use, including amateur adult use, of facilities funded through this program is strongly encouraged. To achieve multi-generation use, an applicant may submit a proposal for a facility sized for adults, but which primarily serve youth.

¹Recreation and Conservation Funding Board Resolution 2003-24 and 2015-02

Facilities must be Open to the Public²

A facility funded with a YAF grant must be open to the public for youth or community athletic purposes.

Open to the public means that the facility is available for enjoyment by the general public for the facility's intended purpose when it is not scheduled for games or practices. For example, a family may drop in and play softball on a field if it is not scheduled for use. If the facility is on property owned by a school district or nonprofit organization, the facility may be closed to the public during school hours, during school-sponsored activities, or the nonprofit organization's business hours, but it must be available for use for competitive play and practice or for the general public's use at all other times.

Adequate signs must be posted to identify when the facilities are available for use by the general public. Temporarily closing athletic facilities for maintenance or during the off-season is allowed. Use of YAF-funded facilities by sports leagues and other competitive organizations is allowed as long as the organization is open to the general public for registration and the organization does not discriminate as described below in the section on eligible applicants. Competitive sports organizations may charge a fee to participate in their activities and select participants based on skill level.

Recreation and Conservation Funding Board

YAF is administered by the Recreation and Conservation Funding Board, which is a governor-appointed board composed of five citizens and the directors (or designees) of three state agencies—Department of Fish and Wildlife, Department of Natural Resources, and Washington State Parks and Recreation Commission.

The Recreation and Conservation Office (RCO) supports the board. RCO is a small state agency that manages multiple grant programs to create outdoor recreation opportunities, protect the best of the state's wildlife habitat, conserve working farms and forests, and help return salmon and orca from near extinction.

Diversity, Equity, and Inclusion

The Recreation and Conservation Funding Board recognizes its obligation to ensure its programs and policies are equitable and inclusive and has taken steps to address disparities. The board has resolved to continue to examine its policies and reach out to diverse partners to ensure that Washington's investments are not only for a few but reflect the board's values of diversity, equity, and inclusion. Read the board's [Resolution 2020-35](#) in full online.

²Recreation and Conservation Funding Board Resolution 2003-24 and 2015-02

Manual Authority

Authority for the policies in this publication is found in Revised Code of Washington 42.56.040 of the Public Records Act. The Recreation and Conservation Funding Board adopted these policies in a public meeting and the RCO director approved the manual under the authority granted in Washington Administrative Code 286-04-060. This manual contains the procedures and guidelines RCO uses to implement the YAF program. The footnote references are to statutes, Washington Administrative Codes, and board policy resolutions. Contact RCO to learn how to get copies of board resolutions.

Who Makes Decisions

Staff Decisions

Staff will review grant applications to ensure they are complete, the projects are eligible to compete, the grant applicants are eligible to apply, and the match is certified. Staff also score objective evaluation criteria, such as those relating to Growth Management Act compliance. Finally, staff make routine grant management decisions about billings, reports, minor scope changes, short time extensions, and more.

Advisory Committee Decisions

An advisory committee evaluates grant applications and scores them to create a ranked list of projects for the funding board to consider. The advisory committee also reviews proposed program policies and criteria changes, and in some cases make recommendations to the funding board or director about how funding should be distributed.

Director Decisions

The RCO director, or designee, makes many project decisions based on rules and board policies. The decisions range from authorizing payments, to approving cost increases, to approving payment of charges in excess of lower bids, to terminating projects.

A project sponsor may request that the Recreation and Conservation Funding Board reconsider a decision made by the director. To request reconsideration, the project sponsor must send a letter to the board chair at least sixty calendar days before a board meeting. The request is added to the board's meeting agenda and the project sponsor then may address the board at the meeting. The board's decision is final.

More detailed information about board and director decisions is available in *Manual 3: Acquisition Projects* and *Manual 4: Development Projects*.

Board Decisions

The Recreation and Conservation Funding Board makes the final decisions for funding, policies, and project changes, although some decisions it has delegated to the agency director.

Not a Public Hearings Board

The Recreation and Conservation Funding Board is not a public hearings board and does not decide land-use issues. To the extent possible, all project proposals should demonstrate adequate public notification and review and have the support of the public body applying for the grant.

Where to Get Information

Recreation and Conservation Office
Natural Resources Building
1111 Washington Street Southeast
Olympia, WA 98501
[Email](#)

Telephone: (360) 902-3000
FAX: (360) 902-3026
Hearing Impaired Relay Service: Call 711
[Website](#)

Mailing Address
PO Box 40917
Olympia, WA 98504-0917

RCO outdoor grants managers are available to answer questions about this manual and grant program. Please feel free to call. In addition, manuals, forms, and most other materials referenced in this manual are available on RCO's website on the [YAF grant page](#).

Other Grant Manuals Needed

The manuals below provide additional information for grants and are available on the [grant manual page](#) of the RCO website. Each can be made available in an alternative format.

- *Manual 3: Acquisition Projects*
- *Manual 4: Development Projects*
- *Manual 7: Long-Term Obligations*
- *Manual 8: Reimbursements*

Grant Process and Timeline

RCO offers grants in even-numbered years, in conjunction with the state budget. The grant process, from application to grant award, spans eighteen months, and is outlined below. While the order of the steps in this process remains consistent, visit the RCO website for precise dates.

Even-numbered Years

Webinars. RCO conducts webinars in the winter to provide information about the grant programs offered that year.

Entering Applications. RCO strongly encourages applicants to start the online application early. PRISM Online usually opens by March 1.

To enter an application, an applicant must sign up for a [SecureAccess Washington](#) account and submit a [PRISM account form](#). When using either of these databases for the first time, the applicant must complete a double sign-in.

1. Using SecureAccess Washington credentials, login to PRISM.
2. When redirected to the SecureAccess login page, enter the SecureAccess credentials.
3. When redirected to a one-time PRISM sign-in page, enter the PRISM login credentials.
4. The applicant will be directed back to the PRSM home page.

This double sign-in will happen only once. After completing the double sign-in, the applicant will use SecureAccess Washington credentials to log into PRISM.

To begin an application, log into PRISM Online and select the *+New Application* button to enter grant application information. RCO uses this information to assign an outdoor grants manager. This manager guides the applicant through the process, reviews application materials, helps determine whether the proposal is eligible, and may visit the project site to discuss site-specific details. Learn more about [PRISM's components and technical requirements](#).

Applications Due. The application typically is due in early May of even-numbered years.³ The application includes the data entered into PRISM and all required attachments. The applicant must *submit* the application before the deadline. The *Check*

³Applications are due at least 4 months before the Recreation and Conservation Funding Board approves funding (Washington Administrative Code 286-13-040).

Application for Errors button on the *Submit Application* screen will indicate which pages are incomplete. An incomplete application and an application received after the deadline will be rejected unless RCO's director has approved a late submission in advance. Follow the requirements in the Applicant's To-Do List online.

Technical Reviews. Grants managers review the application to ensure it is eligible, identify any issues of concern, and provide feedback on the strengths and weaknesses of the proposal. An applicant then may make changes to improve the project, if needed. The applicant must complete all changes and resubmit the application by the technical completion deadline.

Technical Completion Deadline. RCO establishes a technical completion deadline by which the application must be in its final form. After this date, the applicant will not be able to make any further changes. RCO will score applicable evaluation questions as of this date.

Board Submits Biennial Budget Request. The Recreation and Conservation Funding Board sends the Governor a recommended funding amount for YAF for the next biennium.

Project Evaluation. An advisory committee reviews each grant application and the applicant's written responses to the evaluation questions and scores each proposal against a set of questions approved by the Recreation and Conservation Funding Board.

Post-Evaluation Conference. After project evaluations, RCO staff tabulate the scores and share the results with the advisory committee. The committee discusses the preliminary ranked lists and the application and evaluation processes. The public may join this advisory committee conference call; however, to ensure a fair and equitable process, guests may not testify. Shortly after the conference call, staff post the preliminary ranked lists on RCO's website. The resulting ranked lists of projects is the basis for the funding recommendation to the Recreation and Conservation Funding Board.

Board Approves Project Lists. In an open public meeting, the Recreation and Conservation Funding Board considers the recommendations of staff, written public comments submitted before the meeting, and public testimony at the meeting. The board then approves the lists of projects. Applicants are cautioned that the board's approval of the project lists is not the same as funding approval.

Governor's Budget. The Governor's capital budget request to the Legislature may include funding for YAF. The Governor may choose to approve the lists of projects for Legislative consideration.

Odd-numbered Years

Legislature Approves the Budget. When it develops the state capital budget, the Legislature generally approves funding for the YAF program and may approve the lists of projects eligible for funding.

Proof of Matching Funds. An applicant with match included in the application must provide proof of the availability of matching funds by the match certification deadline, which is at least one calendar month before board approval of funding.⁴ If not already submitted, RCO staff will request milestones or a timeline for project implementation. For a project with land acquisition, an applicant must provide the preliminary title report by the match certification deadline.

Board Awards Grants. After the Legislature and Governor approve the capital budget, the board makes the final grant awards in a public meeting. Applicants are encouraged, but not required, to attend.

Grant Agreements Issued. After grant awards, the applicant has two calendar months⁵ to submit pre-agreement documents (checklist provided by grants managers). RCO staff then prepare and issue the grant agreement. The applicant must return the signed agreement within three calendar months.⁶ Once the agreement is signed, the applicant, now referred to as a sponsor, may begin the project, according to the terms of the grant agreement. Each agreement will be written and monitored for compliance by RCO staff. See *Manual 7: Long-Term Obligations* for more information.

Successful Applicant Webinar. After the board approves funding, RCO publishes online a recorded webinar for successful grant applicants. This webinar covers sponsors' responsibilities to comply with the grant agreements, issues that might come up when implementing projects, billing procedures, amendments for changes and time extensions, closing project procedures, and long-term compliance.

Time Limits and Extensions

The sponsor must complete the funded project promptly. For this reason, RCO staff, with sponsor assistance, establishes a timetable for project completion, including enforceable milestones and a project completion date. To avoid the risk of the Recreation and Conservation Funding Board or director withdrawing the grant, the board adopted the following guidance for each project phase.

⁴Washington Administrative Code 286-13-040

⁵Washington Administrative Code 286-13-040

⁶Washington Administrative Code 286-13-040

Application Phase

An applicant must provide reasonable assurance that the project can be completed on time and meet milestones. Reasonable assurance may include such evidence as the following:

- Appraisals and review are completed.
- Designs are completed.
- Bid documents are prepared.
- Environmental assessment is completed.
- Hazardous substances review is completed.
- Option agreements are signed.
- Permits are in-hand.
- Property is in escrow.
- Waiver of Retroactivity is in-hand and signed.

At least one calendar month before the funding meeting, when requested by RCO, the applicant must provide written certification of matching fund availability.⁷

Applicants may submit only projects that are likely to be completed within four years.

Pre-Agreement Phase

An applicant must submit the pre-agreement materials requested by RCO within two calendar months of funding approval.⁸

With RCO staff assistance, the applicant must develop milestones, to be included in the grant agreement and a timeline that does not exceed two to three years.

⁷Washington Administrative Code 286-13-040(3)

⁸Washington Administrative Code 286-13-040(4)

Implementation Phase

To help ensure reasonable and timely project completion, accountability, and the proper use of funds, applicants must do the following:

- Develop milestones for project implementation that ensure timely completion of projects as follows:
 - Acquisition (single site) projects 1-2 years
 - Combination projects 2-3½ years
(The acquisition portion must be completed in ninety days. See “Combination Projects” under “Eligible Project Types” below.)
 - Development projects 2-3 years
 - Exceptionally complex projects 3½ years

RCO staff monitors critical project milestones (for example, ordering appraisals and reviews, starting construction). Unsatisfactory progress may be cause for project termination or other remedies (See the grant agreement section on termination and other remedies). Any RCO director decision may be appealed to the Recreation and Conservation Funding Board.

- Begin project implementation quickly and aggressively to show measurable progress towards meeting the milestones.
- Submit a reimbursement request at least once a year.⁹
- Submit progress reports at intervals as designated by the RCO grant agreement.

Extensions

The director may approve a project up to four years. When one Recreation and Conservation Funding Board grant is used to match another, RCO staff will use the earliest grant to determine the four-year window.

Requests for extensions that would exceed four years may be referred to the Recreation and Conservation Funding Board for action.

⁹Washington Administrative Code 286-13-040(4)(e)

Extension requests must be in writing and provided to RCO not less than sixty days before expiration of the project's completion date.¹⁰ The request must justify the need and commit to a new set of specified milestones.

Project Completion

The grant agreement end date will be written into the grant agreement. It is the date that is the end of the period of performance and all project work must be complete and may be extended only when authorized by the board or director.

When a project is completed, the sponsor must submit the final bill, final report, and supporting documents needed to close the project as specified in the agreement.¹¹ If the bill and documentation are not submitted within six months of the end date in the agreement, the Recreation and Conservation Funding Board may terminate the agreement without payment.

¹⁰Washington Administrative Code 286-13-040(8)

¹¹Washington Administrative Code 286-13-040(7)

Section 2: Policies

This section covers the following:

- ✓ Categories and grants offered
- ✓ Eligible applicants
- ✓ Eligible project types and activities
- ✓ Environmental requirements
- ✓ Property requirements
- ✓ Other requirements and other things to know
- ✓ Project area stewardship and ongoing obligations

Categories and Grants Offered¹²

Categories

Large Grants Category

Grants in this category may be used to acquire land and develop or renovate athletic facilities used for playing competitive sports. Grants are limited to \$1.5 million.¹³

Small Grants Category

Grants in this category may be used to develop or renovate athletic facilities used for playing competitive sports. This category funds lower cost projects in small communities. Grants are limited to \$350,000 and total project costs cannot exceed \$700,000.¹⁴

- A small grant project must be a stand-alone project and not part of a larger athletic facility project occurring at the same time or in the near-term.

¹²Recreation and Conservation Funding Board Resolution 2017-34

¹³Recreation and Conservation Funding Board Resolution 2023-26

¹⁴Recreation and Conservation Funding Board Resolution 2023-26

- Applicants may submit only one Small Grants Category project in a single location each biennium.
- Accessibility projects that improve access to or within an athletic facility shall be eligible as stand-alone projects in this category. The project does not need to include any “in-bounds” elements. The complete routes of travel to and within the facility must be included. Applicants may improve amenities such as drinking fountains and restrooms if the improvements will meet or exceed federal, state, or local laws for accessibility. If the laws conflict, the applicant must meet or exceed whichever law provides the most and highest standard of accessibility.

Eligible applicants in this category will compete head-to-head for 10 percent of the total YAF appropriation. If the category is undersubscribed, the remaining funds would be allocated to the Large Grants Category.

Eligible Applicants¹⁵

Large Grants Category

- Cities, counties, towns, park districts
- Native American tribes
- Qualified nonprofit organizations

Small Grants Category

- Cities, towns, and park districts with ten thousand or fewer residents.
- Counties with fewer than sixty-thousand residents are eligible, but the project must be in an unincorporated area.
- Native American tribes
- For nonprofit organizations, the population of the jurisdiction where the project lies will apply.

¹⁵Recreation and Conservation Funding Board Resolution 2015-02 and 2017-34. Cities, counties, and park districts established by Revised Code of Washington 35.61, 36.68, or 36.69. Native American tribes as recognized by the Governor’s Office of Indian Affairs.

Applicant Requirements

Nonprofit Organizations

A “qualified nonprofit organization” is one that meets each of the following criteria:

- Is registered with the Washington Secretary of State as a nonprofit corporation.
- Has been active in youth or community athletic activities for at least three years.
- Does not allow exclusive use of the facilities paid for through this program. The organization must allow public access to the facility funded. See Program Purpose in section 1 for a definition of public access.
- 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 for a grant.
- Provides a copy of articles of incorporation and bylaws including any amendments.

Legal Opinion for First-time Applicants¹⁶

The Recreation and Conservation Funding Board requires all organizations wishing to apply for a grant for the first time to submit a legal opinion that the applicant is eligible to do all of the following:

- Contract with the State of Washington and the United States of America.
- Meet any statutory definitions required for Recreation and Conservation Funding Board grant programs.
- Receive and spend public funds, including funds from the Recreation and Conservation Funding Board.
- Acquire and manage interests in real property for public outdoor recreation purposes.
- Develop and provide stewardship for structures or facilities eligible under Recreation and Conservation Funding Board rules or policies.
- Undertake planning activities incidental thereto.

¹⁶Recreation and Conservation Funding Board Resolution 2015-02

- Commit the applicant to statements made in any grant proposal.

Note that the legal opinion is required only once to establish eligibility in the YAF program.

Eligible Project Types

Acquisition Projects

Acquisition only projects are eligible in the Large Grants Category only.¹⁷

An acquisition project is one that purchases or receives a donation of a right to or in real property including, but not limited to: fee simple land acquisition; conservation easement; access, trail, or recreational easements; covenants; leases; water rights; and mineral right. Acquisition of less-than-fee interests must be for at least fifty years and may not be revocable at will. Properties must be developed within five years of the date the property was acquired. Guidelines for acquisition projects are in *Manual 3: Acquisition Projects*.

Development and Renovation Projects

A development project is construction or work resulting in new elements, including but not limited, to structures, facilities, and/or materials to enhance outdoor recreation resources. A renovation project improves an existing site or structure to increase its useful service life beyond original expectations or functions. This does not include maintenance activities.

A renovation project improves an existing facility by doing any of the following:

- **Changing use.** Changing the athletic facility from one type to another to meet community priorities. Example: Changing an unused or underused outdoor tennis court to a high-demand outdoor basketball court.
- **Extending use.** Extending time of use or season of use. Example: Adding lights to an existing field to allow scheduling of evening games. Example: Changing field surface types to allow more games per season or extending the number of seasons.
- **Expanding size.** Expanding the physical size of an existing athletic facility to accommodate new or extended types, seasons, or hours of athletic use resulting in more games or events and use by more players. Example: Lengthening the outfield and base path dimensions of a youth-size softball field to accommodate

¹⁷Recreation and Conservation Funding Board Resolution 2023-26

broader community uses. Example: Reorienting a softball field so it can accommodate another athletic activity such as soccer.

- **Retaining Size.** Continuing or retaining the original design and capacity of a facility to bring it to, or keep it at, an accepted standard of safe use without changing or extending use or expanding the size of the facility. In other words, the project will result in a better facility with no additional capacity. Grants may not be used for day-to-day operations or routine maintenance such as cleaning restrooms, mowing lawns, or preparing fields before games.

Applicants submitting projects for development or renovation must select Development as the project type in PRISM Online. Guidelines for development and renovation projects are in *Manual 4: Development Projects*.

Combination Projects (Large Grant Category Only)¹⁸

Combination projects involve acquisition and facility development or renovation. Acquisition includes buying real property rights such as land, easements, and leases. Acquisition of less-than-fee interests such as an easement or lease must be for at least twenty years and may not be revocable at will. Properties acquired must be developed within five years. Incidental and administrative costs related to acquisitions are eligible for reimbursement.

Additional policies for land acquisition are in *Manual 3: Acquisition Projects*.

To help ensure timely completion of these projects, at least one month before the Recreation and Conservation Funding Board considers approving funding, applicants must secure the property by one of the following methods:

- Acquisition under the Waiver of Retroactivity policies and procedures (*Manual 3: Acquisition Projects*).
- Have property in escrow pending grant approval. Closing must occur within ninety days after the funding meeting.
- Obtain an option or purchase and sale agreement on the property that extends past the Recreation and Conservation Funding Board funding meeting. Execution of the option or agreement must occur within ninety days after this meeting.

If the acquisition is for less-than-fee interest, and if not acquired already by a Waiver of Retroactivity, applicants must provide draft copies of all leases or easements to RCO for review. Execution of the leases or easements must occur within ninety days after the funding meeting.

¹⁸Recreation and Conservation Funding Board Resolutions 2017-34 and 2015-02

For acquisitions to remain eligible, applicants and sponsors must follow all of the requirements and procedures outlined in *Manual 3: Acquisition Projects*.

Other Considerations

Phased Projects

The Recreation and Conservation Funding Board recommends that applicants consider the potential problems expensive and large projects usually create and discuss phasing them with RCO staff. Phased projects are subject to the following rules:

- Approval of any single phase is limited to that phase. No approval or endorsement is given or implied toward future phases.
- Each phase must stand on its merits as a viable or complete recreation experience and is not dependent on the completion of future phases or work.
- Each phase must be submitted as a separate application.

The Recreation and Conservation Funding Board may consider progress and sponsor performance on previously funded project phases when making decisions on current project proposals.

Eligible Project Activities

Incurring Pre-agreement Costs¹⁹

RCO will reimburse sponsors for certain allowable expenses incurred before the start date of a grant agreement.²⁰ However, any costs associated with the preparation or presentation of the application are ineligible.

For land acquisitions, most incidental costs incurred before a RCO grant agreement may be reimbursed. Land costs are not allowable as a pre-agreement cost unless a Waiver of Retroactivity has been approved. See *Manual 3: Acquisition Projects*.

For development projects, costs necessary to get a project to the pre-construction phase (i.e., architecture, engineering, permits) may be reimbursed. No construction costs may be incurred before the agreement start date, except those defined by the Recreation and Conservation Funding Board. See *Manual 4: Development Projects* for further information.

¹⁹Recreation and Conservation Funding Board Resolution 2017-29

²⁰Washington Administrative Code 286-13-085

Acquiring Land

Acquisition is eligible only in the Large Grants Category. Acquisition elements may include the following:

- Purchasing or receiving a donation of fee or less-than-fee interest in real property.
- Incidental costs related to acquiring land.

Additional rules for land acquisition are in *Manual 3: Acquisition Projects*.

Developing or Renovating Facilities

Eligible elements may include the following:

- Addition of accessible facilities and elements
- Architectural, engineering, and administrative costs
- Athletic fields (soccer, baseball, softball, football, lacrosse, etc.)
- Drainage and grading
- Field and court re-surfacing
- Firearm or archery ranges²¹
- Hard court areas (basketball, tennis, pickle ball, covered courts, etc.)
- Lighting
- In-bounds amenities (goals, nets, bases, fences, etc.)
- New or renovated out-of-bounds amenities that support the athletic facility (restrooms, roads, parking lots, paths, scoreboards, bleachers, landscaping, signs, etc.)
- Skate parks, pump tracks
- Underground irrigation systems

²¹See *Manual 11: Firearms and Archery Range Recreation* for RCO policy on range and course certification.

Additional guidelines for development projects are found in *Manual 4: Development Projects*. An applicant proposing to develop an archery or firearm range, must meet RCO's safety policy found in *Manual 11: Firearms and Archery Range Recreation*.²²

In-bounds Items Required²³

Each application must include items that are found within the field of play or on the court or track and that are essential for the competitive sport to occur. Such items are referred to as being "in bounds," and include courts, fields, tracks, pools, and their parts such as goals, nets, bases, pitching mounds, hurdles, jumps, fences, backstops, irrigation, drainage, and field lighting.

Items that are outside the field of play or off the court or track are eligible for funding if there is one or more item in bounds in the grant application. Such items are referred to as being "out of bounds," and include scoreboards, bleachers, restrooms, parking lots, accessible routes of travel, fire lanes, and landscaping (including shade trees or wind breaks).

This requirement does not apply to stand-alone accessibility improvement projects in the Small Grants Category.²⁴

Ineligible Project Activities²⁵

Several sources are used to determine project eligibility. The following list has examples of ineligible project elements and costs:

- A Small Grants Category project that is part of a larger athletic facility development or renovation project.
- Acquisition or combination projects in the Small Grants Category.
- Any facility intended primarily for professional sport.
- Any project intended to only benefit a school district's or nonprofit organization's facility needs.
- Concession buildings or concessionaire space.
- Consumable supplies (paint, chalk, light bulbs, fertilizer, toilet paper, etc.).

²²Recreation and Conservation Funding Board Resolution 2016-21

²³Recreation and Conservation Funding Board Resolution 2015-02

²⁴Recreation and Conservation Funding Board Resolution 2017-34

²⁵Recreation and Conservation Funding Board Resolution 2015-02 and 2017-34

- Costs associated with meeting a mitigation requirement unrelated to the funded project. See Mitigation Funds as Match below.
- Costs not directly related to implementing the project such as indirect and overhead charges.
- Elements that cannot be defined as fixtures or capital items (balls, cones, bats, horseshoe sets, tennis rackets, expendable shooting supplies, etc.).
- Environmental cleanup of illegal activities (i.e., removal of contaminated materials or derelict vessels, trash pickup, methamphetamine labs).
- Indoor facilities (gyms, courts, pools, ice rinks, etc.).
- Mobile surface irrigation systems or supplies.
- Multiple Small Grants Category applications at the same facility or location in the same biennium.
- Multi-site projects.
- Offices, shops, residences, and meeting rooms.
- Operation and maintenance costs.
- Projects that include only out-of-bounds elements.
- Properties acquired via a condemnation action of any kind.
- Purchase of maintenance or construction equipment, tools, or supplies. Equipment includes items such as mowers, tractors, excavators, vehicles, etc. Equipment for construction may be leased or rented. See the Equipment Use section in RCO's *Manual 8: Reimbursements* for information about valuation.
- Unrelated mitigation.

Environmental Requirements

Cultural Resources Review

Governor's [Executive Order 21-02](#), *Archaeological and Cultural Resources*, requires that state agencies review acquisition and construction projects for potential impacts to cultural resources, which are defined as archeological and historical sites and artifacts, and traditional tribal areas or items of religious, ceremonial, and social uses. The goal is to ensure that reasonable action is taken to avoid, minimize, or mitigate harm to those resources.

The federal government, through section 106 of the National Historic Preservation Act, requires similar compliance for projects with federal involvement, for example, projects on federal land, with federal funds, or requiring a federal permit.

Review Process

RCO facilitates review under the Governor's executive order. Federal agencies facilitate review under the National Historic Preservation Act. If the federal review covers the entire RCO project area, there is no additional review needed to meet state requirements. Both processes require review, analysis, and consultation with the Washington Department of Archaeology and Historic Preservation and affected Native American tribes.

RCO evaluates all projects before funding and initiates consultation with the affected tribes and the Department of Archaeology and Historic Preservation. Applicants should not initiate consultation with either of these groups. The review may require sponsors to conduct cultural resources surveys or may add requirements to grant agreements.

Applicants should budget for cultural resources work for most projects. The costs of a cultural resources investigation are highly dependent upon the size, scope, and location of the project. RCO encourages applicants to work with qualified cultural resources professionals to estimate costs. The Association for Washington Archaeology' maintains [a list of qualified consultants](#) on its website. Costs for compliance actions (e.g., survey, monitoring, permitting, redesign, and mitigation) are eligible for reimbursement and should be included in the grant applications.

Any required cultural resources investigations or documentation must be complete before sponsors may start any ground-disturbing activities, such as demolition, planting, or building signs. Ground disturbance or demolition started without approval are breaches of the grant agreements. Typically, cultural resources approval will be authorized as part of the notice to proceed.

For acquisition projects, cultural resources requirements must be completed before final reimbursements will be made.

State Agency Lands

Cultural resources compliance for projects on lands owned or managed by the Washington State Parks and Recreation Commission, Washington Department of Fish and Wildlife, or the Washington Department of Natural Resources, is the responsibility of the respective agency regardless of the sponsor. Sponsors must provide RCO with documentation of compliance with the Governor's executive order or section 106 before notices to proceed will be issued or acquisition will be paid in full.

See RCO *Manual 3: Acquisition Projects* or *Manual 4: Development Projects* for additional details on the RCO cultural resource review process.

Invasive Species

The Washington Invasive Species Council developed [protocols](#) for preventing the spread of invasive species while working in the field. The Recreation and Conservation Funding Board encourages grant recipients to consider how their projects may spread invasive species and work to reduce that possibility. Invasive species can be spread unintentionally during construction, maintenance, and restoration activities. Here are examples of how it could happen:

- Driving a car or truck to a field site and moving soil embedded with seeds or fragments of invasive plants in the vehicle's tires to another site. New infestations can begin miles away as the seeds and fragments drop off the tires and the undercarriage of the vehicle.
- Working in streams and moving water or sediment infested with invasive plants, animals, or pathogens via boots, nets, sampling equipment, or boats, from one stream to another.
- Moving weed-infested hay, gravel, or dirt to a new site, carrying the weed seeds along with it, during restoration and construction activities. Before long, the seeds germinate, and infest the new site.

The key to minimizing the spread of new invasive species is twofold: Use materials that are known to be free of invasive plants or animals in the project and clean equipment both before and after the job. Equipment to clean should include, but not be limited to, footwear, gloves, angling equipment, sampling equipment, boats and their trailers, and vehicles and tires.

Sustainability²⁶

The Recreation and Conservation Funding Board encourages grant recipients to design and build sustainable projects to maximize the useful life of what they build and do the least amount of damage to the environment.

The board encourages sponsors to use sustainable design, practices, and elements in their projects. Examples may include use of recycled materials; native plants in landscaping; pervious surfacing material for circulation paths and access routes, trails, and parking areas; energy efficient fixtures; onsite recycling stations; and composting.

²⁶Recreation and Conservation Funding Board Resolution 2011-22 and 2014-06

Property Requirements

Landowner Acknowledgement of Application (Acquisition Projects)²⁷

As part of any grant application for acquisition of real property, the applicant must demonstrate that the selling landowner is aware of the applicant's interest in purchasing the property rights. The applicant may meet this requirement by completing one of four options as detailed in *RCO Manual 3: Acquisition Projects*.

Control of the Land²⁸

An applicant must have adequate control of the land where the YAF facility is located to ensure that the proposal will be implemented as proposed and meet the long-term obligations for project compliance. This "control and tenure" may be through land ownership, a lease, use agreement, or easement. Details on how to meet this requirement are in *RCO Manual 4: Development Projects*.

Projects on State-owned Aquatic Lands²⁹

If a project will occur over, in, or alongside a navigable body of water, an authorization to use state-owned aquatic lands may be needed.

All marine waters are, by definition, navigable, as are portions of rivers influenced by tides. Navigable rivers and lakes are those determined by the judiciary, those bounded by meander lines, or those that could have been used for commerce at the time of statehood. The Department of Natural Resources' aquatic land managers will help the grant applicant determine if the project will fall on state-owned aquatic lands and provide more information on its authorization process. See the [land manager coverage map](#) online for contact information for the Department of Natural Resources aquatic land managers.

If the project is on state-owned aquatic lands, the grant applicant will need to secure a lease or easement (use authorization) to use those lands from the Washington Department of Natural Resources. Securing a lease or easement may take up to a year. RCO requires the executed lease or easement within sixty days after board funding approval to show control and tenure for the site. The lease or easement is required before the project will be placed under agreement, unless RCO's director approves an

²⁷Recreation and Conservation Funding Board Resolution 2010-34

²⁸Recreation and Conservation Funding Board Resolution 2003-24 and 2015-02

²⁹Recreation and Conservation Funding Board Resolution 2018-03

extension in advance. Review the control and tenure requirements in *Manual 4: Development Projects* or *Manual 5: Restoration Projects*.

The following online resources may be helpful to review:

- [Grant Projects on State-owned Aquatic Lands](#)
- [Leasing State-owned Aquatic Lands](#)
- [Boundaries of State-owned Aquatic Lands](#)
- [Caring for Washington's Nearshore Environments](#)

Department of Natural Resources Review of Project Scope

Applicants who need to secure a use authorization must do all of the following:

- Meet with the Department of Natural Resources to review the proposed scope of work.
- Complete a Joint Aquatic Resource Permit Application (JARPA) and give a copy to the Department of Natural Resources.
- Attach to the grant application a Scope of Work Acknowledgement Form (signed by the Department of Natural Resources) by the technical completion deadline.

Other Requirements and Things to Know

Carbon and Ecosystem Service Credits³⁰

Land acquired or encumbered with a RCO grant may be enrolled in carbon credit and other payments for ecosystem service programs. These programs issue credits or direct payments to landowners for activities such as protecting land, planting trees, or improving management practices that reduce, sequester, or prevent future carbon and other greenhouse gas emissions. Read more information in *RCO Manual 3: Acquisition Projects*.

³⁰Recreation and Conservation Funding Board Resolution 2021-02

Number of Grant Proposal Allowed³¹

In general, RCO does not limit the number of grant proposals from a single applicant during the biennial grant cycle.³² However, each application must be for only one park location or site. Each application may contain one or more eligible activities.

Each application must stand alone on its own merits with a viable, recreation experience and not be dependent on other projects or future phases of work.

A grant proposal for the same project or scope of work may be submitted to another RCO grant program only if it is being used as match. Each proposal must identify the other RCO matching grant proposal. RCO recommends applicants contact staff to discuss options for phasing costly, interrelated, or complex project proposals.

Accessibility

Facilities or elements³³ constructed with RCO grants and sponsor match are required to meet or exceed the 2010 Americans with Disabilities Act Standards for Accessible Designs or other accessibility standard minimums as applicable to the project. Other federal laws, guidelines, and best practices also may apply to achieve accessibility. In case of conflict between minimums, the one providing the most access shall prevail. RCO shall have final determination.³⁴

RCO encourages sponsors to exceed the minimum accessibility standards and use a design principle that maximizes universal accessibility for all. See *Manual 4: Development Projects* and the RCO website for detailed information about how to make the facility meet [accessibility requirements](#). Plans, project applications, cost estimates, and construction drawings must reflect compliance with facility access and signing requirements.

Competitive Bid Requirements³⁵

Grant sponsors shall follow current state procurement procedures or write their own. When buying things, grant sponsors shall provide open and free competition, to the maximum extent practical. Be aware of organizational conflicts of interest. Contractors

³¹Recreation and Conservation Funding Board Resolution 2015-02

³²Applicants may submit one Small Grants Category project per single location per biennium.

³³A facility is all or any portion of buildings, structures, site improvements, elements, and pedestrian routes or vehicular ways located on site. An element is an architectural or mechanical component of a building, facility, space, or site (2010 ADA Standards for Accessible Design, Department of Justice, September 15, 2010).

³⁴Recreation and Conservation Funding Board Resolution 2017-34

³⁵RCO's grant agreement standard terms and conditions, Compliance with Applicable Law and Procurement Requirements.

that develop specifications, requirements, statements of work, invitations for bids, or requests for proposals cannot be hired for the resulting work. Grant sponsors receiving federal money also must follow federal laws and regulations.

Fees and Income

User or other fees may be charged for areas and facilities acquired or developed with RCO grants. See *Manual 3: Acquisition Projects* or *Manual 4: Development Projects*, and Washington Administrative Code 286-13-110 for more information.

Inspections

The sponsor shall provide the right of access to the project area to RCO to conduct pre-award inspections. After project funding, this access is expanded to include RCO, or any of its officers, or any other authorized agent or official of the State of Washington or the federal government, at all reasonable times, to monitor and evaluate performance, compliance, and quality assurance as specified in the grant agreement. Normally, RCO staff conducts four types of project site visits:

- **Pre-award.** Made during the application phase, normally with the applicant to assess the project area and scope of work for eligibility concerns and compatibility with the grant program.
- **Interim.** This inspection, normally coordinated with the sponsor, is made sometime during the project implementation phase to help resolve any apparent or anticipated problems and to monitor project progress.
- **Final.** Before final acceptance of the contractor's work or accepting a project as complete, the sponsor shall request a final inspection by RCO. This request must be made only after the project is complete, architects and/or engineers have made their inspections, and defects have been corrected. It should be scheduled near project completion but still within the performance period of the contractor. The project must be constructed and functional as described in the grant agreement. The final inspection will review the following:
 - Completion of the project scope of work as described in the agreement.
 - Site appearance and construction quality.
 - Location of the funding acknowledgement sign. See "Grant Program Acknowledgement and Signs" below.

When RCO staff's final inspection verifies that the project is complete, the final payment, including retainage, will be made.

- **Compliance.** Performed about every five years, after the project is accepted as complete, to ensure the site is managed and maintained as specified in the grant agreement.

Grant Program Acknowledgement and Signs³⁶

Acknowledgement

The sponsor must acknowledge Recreation and Conservation Funding Board assistance by program if possible, in all projects. This includes the following:

- Written acknowledgement in any news release or publication developed or modified for the funded project.
- Verbal acknowledgement during all ground-breaking and dedication ceremonies.

A sponsor should notify RCO at least two weeks before any project dedication ceremony and thirty days in advance if a RCO representative or speaker is requested at the ceremony.

Signs

The sponsor must provide prominent placement of signs at entrances and other locations unless exempted by board policy or waived by the RCO director. The sponsor may build such signs to harmonize with an existing design standard or request a standard acknowledgement sign from RCO.

For sponsors developing their own signs, below are suggestions for how to incorporate appropriate acknowledgement:

- Funding provided by the Youth Athletic Facilities program.
- Grant funding from the Youth Athletic Facilities program made available by the Recreation and Conservation Funding Board.

Funding acknowledgement signs must be posted before the grant agreement end date and final reimbursement. RCO may provide free funding acknowledgement signs for this grant program upon request. A sponsor must provide proof of the funding acknowledgement by attaching photographs or other evidence to PRISM.

³⁶Washington Administrative Code 286-13-120

Public Disclosure Rules

RCO records and files are public records that are subject to the Public Records Act.³⁷ More information about the [RCO's disclosure practices](#) is available on the RCO website.

Additional Rules and Instructions

The Recreation and Conservation Funding Board may issue additional or modified rules, instructions, interpretations, and guides from time to time as it believes necessary for the effective conduct of the grant program. Such changes may apply to all projects. Whenever possible, sufficient lead time will be given between the announcement and the effective date to minimize impacts to projects already in process at the time of announcement.

Project Area Stewardship and Ongoing Obligations³⁸

A RCO grant comes with long-term obligations to maintain and protect the project area³⁹ after a project is complete. The long-term obligations are in RCO's project agreement. A [sample project agreement](#) may be found on RCO's website.

RCO recognizes that changes occur over time and that some facilities may become obsolete or the land needed for something else. The compliance policy discourages casual discards of land and facilities by ensuring that grant sponsors replace the lost value when changes or conversions of use take place. See *RCO Manual 7: Long-Term Obligations* for a discussion of conversions and the process required for replacement of the public investment. Non-compliance with the long-term obligations of a RCO grant may jeopardize an organization's ability to obtain future RCO grants.

Conversions

Interests in real property, structures, and facilities acquired, developed, enhanced, or restored with YAF grants are not to be changed, either in part or in whole, and not be converted to uses other than those for which the funds originally were approved.⁴⁰ Lands converted to other uses or not developed to provide a youth athletic facility within five years of acquiring the property⁴¹ will be subject to compliance policies in *Manual 7: Long-Term Obligations*.

³⁷Revised Code of Washington 42.56

³⁸Recreation and Conservation Funding Board Resolution 2015-02

³⁹Washington Administrative Code 286-04-010(19). Project area is the geographic area that delineates a grant-assisted site that is subject to application and RCO grant agreement requirements.

⁴⁰Recreation and Conservation Funding Board Resolution 2007-14

⁴¹Recreation and Conservation Funding Board Resolution 2010-34 and 2015-02

Project Area

The project area⁴² subject to the long-term obligations is defined as the area consistent with the geographic limits of the scope of work of the YAF project. It includes the physical limits of the project's final site plans or final design plans and any property acquired with YAF grants. The project area also may include the surrounding area within the project sponsor's control in order to meet the public outdoor recreation benefits described in the grant agreement. RCO and the sponsor will agree on a boundary map for the project area when the project is complete and include reference to the map in the grant agreement.

Useful life

The sponsor must maintain the useful life of a YAF-funded facility for a specific period of time. RCO and the sponsor will agree on a period of useful life when the project is complete and include reference to the useful life period in the grant agreement. The useful life period may be shorter than the compliance period. If RCO and the sponsor agree on a useful life period less than twenty years, the sponsor must continue to make the project area available for outdoor recreation for the remainder of the compliance period.

Compliance Period

The compliance period for a YAF project is as follows:

- **Acquisition and Combination projects.**
 - **Perpetual acquisitions.** Land acquired in perpetuity must be available for outdoor recreation purposes in perpetuity.⁴³
 - **Less than perpetual acquisitions.** Land acquired with less than a perpetual interest must be available for outdoor recreation purposes for a minimum of twenty years from the date of final reimbursement or the date RCO accepts the project as complete per the grant agreement, whichever is later. When the term of the acquisition ends, the compliance period ends and the long-term obligations cease.
- **Development projects.** Facilities developed or renovated with YAF funds must remain for public outdoor recreation for twenty years from the date of final reimbursement from RCO or the date RCO accepts the project as complete per

⁴²Washington Administrative Code 286-04-010(19). Project area is the geographic area that delineates a grant-assisted site which is subject to application and RCO grant agreement requirements.

⁴³Recreation and Conservation Funding Board Resolution 2003-24, 2007-14, and 2015-02

the grant agreement, whichever is later (the same as the period for control and tenure). After the twenty-year period is complete, the compliance period ends and the long-term obligations cease.⁴⁴

⁴⁴Recreation and Conservation Funding Board Resolution 2003-24 and 2015-02

Section 3: Money Matters

This section covers the following:

- ✓ Grant limits
- ✓ Matching share
- ✓ Match reduction
- ✓ Types of match
- ✓ Cost increases
- ✓ Federal rules
- ✓ Records and reimbursement

Grant Limits

Recreation and Conservation Funding Board grants are intended to expand the sponsor's existing capacity, not replace funding that would have been used for a project without the grant.⁴⁵

The board establishes grant limits for its programs. The grant limits⁴⁶ for each category are shown below.

- **Large Grants Category:** The minimum grant request is \$25,000. The maximum grant request is \$1.5 million.
- **Small Grants Category:** No minimum grant request. The maximum grant request is \$350,000 but the total project cost may not exceed \$700,000.

⁴⁵Washington Administrative Code 286-13-045(6)

⁴⁶Recreation and Conservation Funding Board Resolution 2023-26

All Projects: Administration, Architecture, Engineering

Direct administrative costs for acquisition of real property are limited to no more than 5 percent of the total acquisition cost.

Administrative (including architecture and engineering) costs for development and renovation projects are limited to 20 percent of the total development and renovation project cost.

Additional information about eligibility and reimbursement maximums for these elements is contained in the administrative costs sections of *Manual 3: Acquisition Projects* and *Manual 4: Development Projects*.

Matching Share

Match is the project sponsor's contribution to a project. By requiring a match for grants, the Recreation and Conservation Funding Board intends to foster and demonstrate local commitment to the projects and to spread the money from the grant program to a greater number of projects.⁴⁷

Applicants must contribute matching resources at least equal to 50 percent of the project's total cost.⁴⁸ In addition, applicants must contribute at least 10 percent of the total project cost in the form of a non-state, non-federal contribution. This does not apply to Native American tribes.

Eligible Match⁴⁹

Applicant resources used to match board funds must be eligible in the specific YAF grant category, and may include any one or more of the following:

- Appropriations and cash
- Bonds—council or voter
- Corrections labor
- Donations—the value of using donated cash, equipment, labor, land, materials, property rights, or services (see "Types of Match" section below)
- Force account—the value of using the sponsor's equipment, labor, or materials (see "Types of Match" section below)

⁴⁷Washington Administrative Code 286-13-045

⁴⁸Recreation and Conservation Funding Board Resolution 2017-33

⁴⁹Washington Administrative Code 286-13-045

- Grants—federal, state, local, and private (see “Types of Match” section below)
- Local impact and mitigation fees (see “Types of Match” section below)
- Proceeds of a letter of credit or binding loan commitment

Not Allowed as Match

- Costs that are double counted. (A cost incurred by a sponsor in a project that already has been reimbursed or used as match in another RCO project shall not be used as a match on another RCO project.)
- Costs that are not eligible for grant assistance.
- Costs that are not necessary or an integral part of the project scope.
- Costs associated with meeting a mitigation requirement unrelated to the funded project. See “Mitigation Funds as Match” below.
- Existing sponsor assets such as real property or developments.

Match Requirements

Before the board awards a grant, the required match must be secured so the project can move forward.

All matching resources must meet the following criteria:

- Be an integral and necessary part of the approved project.
- Be part of the work identified in the application and grant agreement.
- Be for eligible work types or elements.
- Be committed to the project.

RCO rules governing projects apply to the grant applicant’s match. For example, if a grant applicant uses donated land as a match, RCO rules requiring the land to remain in recreation use forever apply to the donated land as well.

In many grant programs, particularly those where match is not required, the Recreation and Conservation Funding Board adopted evaluation criteria to encourage applicants to contribute matching shares.⁵⁰ See evaluation Criterion 10 “Matching Shares.” This typically is reflected in the criteria when points are given for non-governmental

⁵⁰Recreation and Conservation Funding Board Resolution 2003-24 and 2015-02

contributions or for exceeding the minimum match requirements. An applicant should carefully review the evaluation instrument to determine if this applies to the project.

Except for grant applications submitted within the same biennium, matching resources or board grants committed in one board-funded project must not be used as match in another board-funded project.⁵¹

Match Availability and Certification

To help ensure the project is ready for implementation when approved, the applicant must have matching funds available for expenditure before the Recreation and Conservation Funding Board approves funding. The applicant must sign and submit a Certification of Match Form to ensure the project is included in the funding recommendations. The applicant is advised to plan for a project with match dependent on a citizen vote or ballot measure. This certification is due at least one calendar month before board action.⁵² The form and deadlines for certifying match are on the RCO website.

RCO may declare a project ineligible if there is no guarantee that matching funds are available. That project may be passed over in favor of a project with match in place. Such decisions are based on the Recreation and Conservation Funding Board's confidence in the applicant's ability to have the match in place when required.

When another board grant is used as match, the certification of match will be conditioned on receipt of the other grant or on the sponsor providing the match from other resources. To prevent a backlog of unspent grants, the sponsor must finish the project by the earliest completion date of the two grants.⁵³

Match Reduction⁵⁴

The Recreation and Conservation Funding Board adopted the following four policies to reduce match for local governments:

1. Communities in need
2. Underserved populations
3. Counties in need
4. Federal disaster

⁵¹Washington Administrative Code 286-13-045(7)

⁵²Washington Administrative Code 286-13-040(3)

⁵³Recreation and Conservation Funding Board Resolution 2004-08, 2005-24, and 2006-13b

⁵⁴Recreation and Conservation Funding Board Resolution 2017-33, 2017-34, 2018-01

To see if what organizations qualify, visit the [match reduction page](#) on RCO’s website.

Communities in Need

If the grant applicant is a city, town, tribe, or eligible special purpose district with twenty thousand or fewer residents and the median household income is less than \$82,400 (the state median household income),⁵⁵ the applicant’s match is identified in Table 1.

Table 1. Minimum Match for Communities in Need

Jurisdiction’s Median Household Income as a Percent of State Median Household Income	Minimum Match Required
0-50%	10% minimum match required
50.01-60%	20% minimum match required
60.01-80%	30% minimum match required
80.01-99.99%	40% minimum match required

Additional requirements are as follows:

- At least 10 percent of total project cost must be provided in the form of a non-state, non-federal contribution.
- If a project is sponsored by more than one organization, all must qualify for some match reduction. Minimum match shall be assigned based on the primary sponsor of the application.
- If the jurisdiction is home to a college or university and 20 percent or more of the jurisdiction’s population is college-enrolled (as identified by the U.S. Census Bureau), the jurisdiction’s median family income and state’s median family income shall apply in place of its median household income and the state median household income. Removing the college-enrolled population may make an otherwise ineligible jurisdiction eligible for a reduced match in this policy (based on the remaining population amount).
- Nonprofits. If the project is located in an incorporated area or on Native American tribal land, the minimum match for those jurisdictions apply. If the project is in an unincorporated area, the applicable county or park district’s minimum match for that jurisdiction applies.

⁵⁵2017-2021 American Community Survey

Underserved Populations

If the grant applicant is a city, town, tribe, or special purpose district with a median household income less than \$82,400 (the state median household income) and the project is located in a census block group where the median household income is less than \$57,680 (70 percent of the state median household income),⁵⁶ the following minimum match in Table 2 applies.

Table 2. Minimum Match for Underserved Populations

Census Block Group's Median Household Income as a Percent of State Median Household Income	Minimum Match Required
0-55%	10% minimum match required
55.01-60%	20% minimum match required
60.01-65%	30% minimum match required
65.01-69.99%	40% minimum match required

Additional requirements are as follows:

- At least 10 percent of total project cost must be provided in the form of a non-state, non-federal contribution.
- If a project is sponsored by more than one organization (co-sponsors), all must qualify for some match reduction. Minimum match shall be assigned based on the primary sponsor of the application.
- If the jurisdiction is home to college or university and 20 percent or more of its population is college enrolled (as identified by the U.S. Census Bureau), the jurisdiction's median family income and state's median family income shall apply in place of its median household income and state median household income. Removing the enrolled population also may qualify the jurisdiction for the Community in Need policy.
- Nonprofits. If the project is located in an incorporated area or on Native American tribal land, the minimum match for those jurisdictions applies. If the project is in an unincorporated area, the applicable county or park district's minimum match for that jurisdiction applies.

⁵⁶2017-2021 American Community Survey

Counties in Need

A county shall have match reduced if its median income is less than \$57,680 (70 percent of the state median income), it is distressed (as defined by Washington Employment Security Department), and 60 percent or more of its land base is in a non-taxable status.

The below table shows the match reductions (from 50 percent) for counties. The reductions are cumulative if the county meets more than one condition.

Table 3: County Match Reductions

Variables (Any or all may apply)	50% Match Shall be Reduced by the Following: (Cumulative)
County median household income less than 70% of state median household income	10%
County median household income less than 65% of state median household income	10%
County is " distressed " as defined by Washington Employment Security Department	10%
60% or more of land is non-taxable*	5%
75% or more of land is non-taxable*	5%

*Includes land where the county receives payments in lieu of taxes from a government entity.

Example:

County A: Starting minimum match is 50 percent. The county has a median household income of 68 percent of the state median income, which is a 10 percent reduction in required match. The county meets no other variables. Minimum match requirement in this case is 50 percent minus 10 percent. County A's minimum required match is 40 percent.

County B: Starting minimum match is 50 percent. The county has a median household income of 64 percent of the state median income, is a "distressed" county, and 80 percent of its land is non-taxable. County B has met all five criteria and has a cumulative match reduction of 40 percent (50 percent minus 10 percent is 40 percent). County B's minimum required match is 10 percent.

Additional requirements are as follows:

- At least 10 percent of total project cost must be provided in the form of a non-state, non-federal contribution.

- If a project is sponsored by more than one organization (co-sponsors), all must qualify for some match reduction. Minimum match shall be assigned based on the primary sponsor of the application.

Federal Disaster⁵⁷

If the grant applicant is a city, town, county, tribe, or special purpose district that is or is located in a federally declared disaster area ([Major Disaster](#) under the Stafford Act), the minimum match is 25 percent for applications within five years of the disaster incident period and that meet the following criteria:

- The value of damage to the applicant's assets is at least twice the county per capita public assistance eligibility dollar amount (currently \$4.60)⁵⁸ (based on the applicant's population).

Or

- Applicant's annual gross revenues since the disaster incident period have declined by 40 percent.

Additional requirements are as follows:

- Match cannot exceed the grant amount.
- If a project is sponsored by more than one organization, the minimum match shall be based on the primary sponsor of the application.
- Grant requests using this federal disaster match policy shall be limited to two per jurisdiction, per program for each biennium.
- Only non-temporary, permanent work costs shall be considered towards meeting the per capita amount established by the Federal Emergency Management Agency.
- The applicant must show damage recovery costs and revenue declines.

Policy Intent

- Reduce the match required for smaller jurisdictions and counties whose ability to raise match is constrained.

⁵⁷Recreation and Conservation Funding Board Resolution 2017-33

⁵⁸As reported to Washington Military Department and eligible for public assistance. Per capita dollar value to be doubled will be the current public assistance county or tribal damage threshold as published annually by the Federal Emergency Management Agency or the Washington Military Department.

- For a low-income jurisdiction (city, town, tribal area, eligible special purpose district) of any population size, reduce the match required for projects in a census block where the income is less than the jurisdiction as a whole.
- Reduce the match required for jurisdictions adversely impacted by a federally declared disaster to support the recovery of assets as well as long-term economic and community recovery.

Data Sources for Determining Match Reduction

For all four policy statements, the data source for income and population shall be the best and most currently available from the U.S. Census Bureau's American Community Survey, the Washington State Office of Financial Management, or other sources as may be appropriate.

For jurisdictions' boundaries that do not align with U.S. Census or other data geographies, RCO shall estimate population and income based on U.S. Census block groups or other reliable data sources.

If the applicant's determination of its income, population, or taxable land base does not align with RCO estimates, it may provide alternate data, which may be approved by the RCO director.

Types of Match

Donations and Force Account

Donations are eligible only as matching funds and are not reimbursable. This means RCO will not pay more than the sponsor's out-of-pocket expenses. Valuing donations of equipment, labor (including inmates, community service labor, and volunteers), and material is discussed in *Manual 8: Reimbursements*. RCO strongly encourages applicants to secure written confirmations of all donations planned as match and to attach the donation letters to the PRISM Online applications.

Donated land must expand existing recreation lands or stand on its own as a viable recreation area. Review *Manual 3: Acquisition Projects* before taking title to property that will be donated and used as match. manual 3 outlines the requirements for valuing the property and for securing a donation statement from the seller.

Force account refers to use of a sponsor's staff (labor), equipment, or materials. These contributions are treated as expenditures for billing purposes.

Other Grants

In some cases, a sponsor may use funds awarded from a separate grant program as its match. Other grants are eligible as long as the purposes are similar and grant sources do not restrict or diminish the use, availability, or value of the project area. These grants are eligible only as matching funds and are not reimbursable.

The eligibility of federal funds to be used as a match may be governed by federal and state requirements and thus will vary with individual program policies.

Applicants must clearly identify in the grant application all grants to be used as match. RCO will help determine if the source is compatible with Recreation and Conservation Funding Board grants.

Recreation and Conservation Funding Board Grants as Match⁵⁹

Another Recreation and Conservation Funding Board grant may be used to help meet the match requirements if all the following conditions apply:

- The matching grant is not from the Washington Wildlife and Recreation Program's Local Parks Category.⁶⁰
- The grants are not from the same Recreation and Conservation Funding Board grant program.
- Only elements eligible in both grant programs may count as match.
- Each grant is evaluated independently and on its own merits, as if the match were coming from elsewhere.
- The applicant provides a minimum of 10 percent of the total costs of the eligible elements being matched. This sponsor match may not be from federal or state funds and may include in-kind contributions. This policy does not apply to Native American tribes or projects that qualify for reduction in match under the federal disaster policy.
- The grant applications are submitted in the same biennium.⁶¹

For evaluation scoring, a RCO grant used as match will not count toward the award of matching share points.⁶²

⁵⁹Recreation and Conservation Funding Board Resolution 2005-24

⁶⁰Recreation and Conservation Funding Board Resolution 2023-26

⁶¹Washington Administrative Code 286-13-045

⁶²Recreation and Conservation Funding Board Resolution 2015-02

Matching resources also must conform to the deadlines discussed in *section 1*, “Grant Process and Timeline.”

Mitigation Funds as Match

The Recreation and Conservation Funding Board allows use of impact fees and mitigation cash payments, such as money from a fund established as a mitigation requirement, as match if the money has been passed from the mitigating entity to an eligible applicant, and the board’s grant does not replace mitigation money, repay the mitigation fund, or in any way supplant the obligation of the mitigating entity.

Cost Increases⁶³

Cost increases for approved projects may be granted by the board or director if financial resources are available. Each cost increase request will be considered on its merits. A cost increase for the Small Grants Category may not exceed the \$350,000 grant maximum. The director's approval of an acquisition project cost increase is limited to a parcel-by-parcel appraised and reviewed value. See *Manual 3: Acquisition Projects* and *Manual 4: Development Projects* for more details on cost increases.

Federal Rules

For all projects funded with federal funds or other grants that are used by RCO as match to a federal source, grant recipients must comply with [Part 200—Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#) and RCO may require additional information.

Records and Reimbursement⁶⁴

Sponsors Must Pay First

RCO pays grants through reimbursement. A sponsor may request reimbursement only after paying employees and vendors. RCO does not provide money before vendors are paid. Except as otherwise provided below, RCO will pay only at the percentage identified in the grant agreement after the sponsor has presented an invoice documenting costs incurred and compliance with the provisions of the grant agreement.

RCO will not pay more than the sponsor’s out-of-pocket costs.

Reimbursement shall not be approved for any donations, including donated land.

⁶³Washington Administrative Code 286-13-085

⁶⁴Washington Administrative Code 286-13-070

RCO may pay an escrow account directly for RCO's share of the approved cost of land and related costs if the sponsor indicates a temporary lack of money to buy the land on a reimbursement basis. Before release of RCO grants into escrow, the sponsor must provide RCO with a copy of a binding agreement between the sponsor and the seller, all required documentation, and evidence of deposit of the sponsor's share, identified in the grant agreement, into an escrow account. See *Manual 3: Acquisition Projects* for more information on escrow payments.

Billing procedures are explained further in *Manual 8: Reimbursements*.

Records

Sponsors must keep detailed records of all funded project costs including force account values and donated contributions. Refer to *Manual 8: Reimbursements* for details and instructions regarding audits, record retention, and documents required for reimbursement.

Audits

All records relevant to projects funded by the Recreation and Conservation Funding Board must be on file with the grant sponsors and are subject to audit by the State and inspection by RCO. If the auditor's inspection of the records discloses any charges incorrectly claimed and reimbursed, cash restitution of the incorrect amount must be made to the board.

Section 4: Project Evaluation

This section covers the following:

- ✓ How project evaluation works
- ✓ Evaluation criteria

How Project Evaluation Works

The evaluation process begins when the Recreation and Conservation Funding Board adopts the evaluation process⁶⁵ and evaluation criteria during public meetings.

The RCO director appoints people to serve on an advisory committee to evaluate each grant proposal. In recruiting members for the committee, RCO seeks to appoint people who possess a statewide perspective and are recognized for their experiences and knowledge of outdoor recreation in Washington. The director may appoint *ex officio* members to the advisory committees to provide additional representation and expertise. Visit RCO's website for [membership and other details](#).

An applicant prepares written responses to address the evaluation criteria. Advisory committee members individually review the written responses, graphics included in the application, and summary application materials, and score the projects.

At the same time, RCO staff score the objective sections of the application, such as the amount of matching share an applicant is providing and conformance to growth management planning. Staff scores are based on information submitted by the applicant and obtained from the state Departments of Commerce and Health and the state Office of Financial Management.

The advisory committee and RCO scores are combined for an application's total evaluation score. The resulting ranked lists are the basis for funding recommendations that the RCO director submits to the Recreation and Conservation Funding Board, which

⁶⁵Washington Administrative Code 286-13-020

makes the final decision about funding in public meetings.⁶⁶ The public is given an opportunity to comment on the grant proposals before the board makes its decision.

Do Not Fund Recommendation⁶⁷

Occasionally during evaluations, the advisory committee may express significant concerns about a project, such that it would like to discuss a “Do Not Fund” recommendation. If this occurs, the advisory committee may discuss its concerns at the post-evaluation meeting, which takes place after application scores are tabulated.

If a “Do Not Fund” recommendation is scheduled to be considered, RCO will notify the applicant in writing, identify the significant concerns expressed by the evaluators, and invite the applicant to attend the post-evaluation meeting to respond to questions. The applicant also may submit a written response to the evaluators’ concerns. To ensure all projects are treated equally, no additional testimony from applicants or visitors is taken at the post-evaluation meeting. The advisory committee determines a “Do Not Fund” recommendation by a simple majority vote of the committee members that participated in application evaluations.

RCO staff will forward to the board a summary of the “Do Not Fund” recommendation and any committee member comments. The board will consider the advisory committee’s recommendation at a regularly scheduled public meeting, before the ranked list is adopted (consideration may take place at the same meeting, but the “Do Not Fund” recommendation will be discussed before the ranked list is adopted). The board retains discretion in awarding all grant funds.

Evaluation Criteria

All grant requests must be completed and submitted in the format prescribed by the director.⁶⁸ 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 address Evaluation Criteria 1-8 in PRISM Online.

These responses along with an application fact sheet, maps, site plan, visuals, and letters of support comprise the materials that are viewed electronically by the advisory committee.

⁶⁶Washington Administrative Code 286-13-050

⁶⁷Recreation and Conservation Funding Board Resolution 2014-06

⁶⁸Washington Administrative Code 286-13-020

Evaluation Question Summary

Question		Maximum Points
Unscored		
	Project Introduction	0 points
Scored by the Advisory Committee		
1	Need–Local Priorities	20 points
2	Project Scope	15 points
3	Project Design-Fit	10 points
4	Project Design-Budget	5 points
5	Project Engagement-Methods	7.5 points
6	Project Engagement-Community	7.5 points
7	Project Engagement-Partnerships	5 points
8	Sustainability	5 points
9	Facility Management	5 points
10	Availability	5 points
11	Readiness to Proceed	5 points
Scored by RCO		
12	Green Space Availability	3 points
13	Social Vulnerability	3 points
14	Health Outcomes	3 points
15	Matching Shares	0.5 point
16	Proximity to People	0.5 point
17	Growth Management Act Preference	0 points
Total Points:		100

Detailed Evaluation Questions⁶⁹

Project Introduction. Introduce the project’s location and goals to set the stage for the project.

- Describe the project location within the state, region, and site to help orient the evaluators to the project area and its context in the service area.⁷⁰
- Summarize the site’s condition, the project’s acquisition, development, or renovation goals, and the recreation opportunities the project will provide.

⁶⁹Recreation and Conservation Funding Board Resolution 2015-02

⁷⁰The service area is the geographic area where most of the anticipated users live, as defined by the applicant.

Adopted December 2023 by Recreation and Conservation Funding Board Resolution 2023-27

- 1. Need–Local Priorities.** Describe the need for new or improved recreation facilities, how the need is known, and why existing amenities in the service area do not satisfy the need. A complete response should include the following:
 - A simple inventory and condition of relevant outdoor recreation opportunities in the service area.
 - Description of gaps in access, opportunity, or service delivery.
 - Description of the current and/or anticipated use of the project site and any factors that contribute to fluctuations in use or demand for service.
 - Description of how the need for this project has been identified and prioritized, including whether it is linked to local recreation or open space plans.

▲ Point Range: zero to ten points, which are multiplied later by two

Adopted December 2023 by Recreation and Conservation Funding Board Resolution 2023-27

- 2. Project Scope.** Describe the site’s existing natural and built features. Describe what is being proposed in the project, including land acquisition and/or elements to be built or renovated, and for what purpose.
 - What recreation opportunities will this project provide?

▲ Point Range: zero to ten points, which are multiplied later by one and a half

Adopted December 2023 by Recreation and Conservation Funding Board Resolution 2023-27

- 3. Project Design-Fit.⁷¹** Describe how the design aligns with the need, location, and project scope. Describe how the design addresses any constraints and whether the design provides access for users of all abilities. Applicants may choose to describe design elements such as parking and site access, accessibility features, environmental considerations, green infrastructure, cultural or historic interpretation, mitigation of public use impacts, etc. If available, include design visuals.

▲ Point Range: zero to five points, which are multiplied later by two

Adopted December 2023 by Recreation and Conservation Funding Board Resolution 2023-27

⁷¹For acquisition projects, RCO suggests focusing on proposed uses shown on the conceptual plan.

- 4. Project Design-Budget.** Provide an overview of the project budget and how the cost estimate was determined. If the proposal includes additional site design and permitting, what is the process and anticipated schedule to be construction-ready?

▲ Point Range: zero to five points

Adopted December 2023 by Recreation and Conservation Funding Board Resolution 2023-27

- 5. Project Engagement-Methods.** RCO encourages applicants to use a variety of methods to gather input on the project. How were the people who will be most impacted by the project engaged? Describe what methods were used and the populations engaged, including underserved populations and/or Native American tribes. Describe the relevance of that participation for the population size, demographic, or socioeconomic conditions of the community or service area.

▲ Point Range: zero to five points, which are multiplied later by one and a half

Adopted December 2023 by Recreation and Conservation Funding Board Resolution 2023-27

- 6. Project Engagement-Community.** How has community input influenced the project design?⁷²

▲ Point Range: zero to five points, which are multiplied later by one and a half

Adopted December 2023 by Recreation and Conservation Funding Board Resolution 2023-27

- 7. Project Engagement-Partnerships.** Describe any community partnerships that are providing support for the project whether through financial, in-kind, project delivery, or other means. Partnerships may be formal or informal. Describe the significance of the partnerships within the community or service area.

▲ Point Range: zero to five points

Adopted December 2023 by Recreation and Conservation Funding Board Resolution 2023-27

- 8. Sustainability.** Please discuss how the project's location or design supports the applicant's sustainability plan or how the ecological, economic, and social benefits and impacts were considered in the project plan.

Sustainability reflects choices made to balance the desired benefits and potential impacts of a project on the surrounding landscape and community. Examples of sustainability factors that could be part of a project or maintenance plan are

⁷²For acquisition projects, RCO staff suggests focusing on how community input influenced site selection.

provided below for consideration but are not all-inclusive. Applicants and evaluators should treat this list as a guide, not a checklist. Applicants are encouraged to be creative in expressing the sustainability factors of their projects, and evaluators should score projects based on the extent to which applicants have considered and addressed the benefits and impacts of their projects whether they discuss one of the factors below or many.

Ecological Factors

- Minimizes impacts to, or improves ecological function of, surrounding lands
- Includes low-impact design or other green building techniques that reduce water, energy, resource consumption, or greenhouse gas footprint
- Provides a buffer to future natural disasters or anticipated climate impacts
- Includes landscaping that supports native species and/or pollinator habitat

Social Factors

- Encourages access via multi-modal and active transportation choices
- Promotes opportunities for physical activity, social and cultural connections, or community education

Economic Factors

- Uses materials that support local producers, are recycled or recyclable, increase the project's anticipated lifespan, or reduce future maintenance costs
- Creates efficiency in the provision of public services (i.e., stormwater infiltration, increased tree canopy, carbon sequestration, etc.)
- Maximizes lifespan or reduces future operational costs
- Supports a local economic development initiative

▲ Point Range: zero to five points

Adopted January 2020 by Recreation and Conservation Funding Board Resolution 2020-06. Revised December 2023 by Recreation and Conservation Funding Board Resolution 2023-28.

9. Facility Management. Does the applicant have the ability to operate and maintain the facility?

- Describe the applicant’s structure and indicate how long the organization has been involved in youth or community athletics.
- Describe how the athletic facilities are addressed in the applicant’s maintenance plan.
- If the applicant does not own the property, describe the management agreement with the property owner.

▲ Point Range: 0-5 points

Revised December 2023 by Recreation and Conservation Funding Board Resolution 2023-28

10. Availability. When the project is complete, how often will it be available for competitive youth sports in a calendar year?

Provide details on when the facility will be open for competitive play for youth and adults or use by the general public for drop-in play. Hours when the facility is not available for competitive play or use by the general public are not considered in the evaluation.

Consider seasons of use, types of use, hours of use, and restrictions on access. Identify when the facility will be closed for competitive play, for example when the facility will be closed for use by a school or nonprofit organization. Describe the use policy for scheduling the facility: Who can schedule the facility, what sports can use it, and how do they get on the schedule?

▲ Point Range: zero to five points

11. Readiness to Proceed. What is the timeline for completing the project? Will the sponsor be able to complete the project within three years?

Explain how the applicant can move quickly to complete the project by documenting completed appraisal and review, permits secured, or availability of needed labor or volunteers. In addition, please provide an estimated timeline by for completing the project.

▲ Point Range: 0-5 points

Revised December 2023 by Recreation and Conservation Funding Board Resolution 2023-28

12. Green Space Availability (applicant does not answer in evaluation session).

Green space availability scores are determined using spatial data analysis from RCO's equity review of grant programs. For that review, census tracts were classified as having High (more than eight acres per one thousand residents), Medium (three to eight acres per one thousand residents), and Low (less than three acres per one thousand residents) green space per capita.

▲ Point Range: one to three points

One point	High green space
Two points	Medium green space
Three points	Low green space

Adopted December 2023 by Recreation and Conservation Funding Board Resolution 2023-27

13. Social Vulnerability (applicant does not answer in evaluation session). Social vulnerability scores use a combination of sixteen social and economic conditions such as limited English, crowded housing, or population living in poverty. The scores are based on information from the Washington Tracking Network's [Information by Location mapping tool](#).

▲ Point Range: zero to three points

Zero points	Vulnerability rating one to two
One point	Vulnerability rating three to five
Two points	Vulnerability rating six to seven
Three points	Vulnerability rating eight to ten

Adopted December 2023 by Recreation and Conservation Funding Board Resolution 2023-27

14. Health Outcomes (applicant does not answer in evaluation session). This score is from the Washington Tracking Network's [Information by Location mapping tool](#), which shows the Health Disparity Index scores and Poor Health Outcomes ranking.

▲ Point Range: zero to three points

Zero points	Health outcome rating one to two
One point	Health outcome rating three to five
Two points	Health outcome rating six to seven

Three points Health outcome rating eight to ten

Adopted December 2023 by Recreation and Conservation Funding Board Resolution 2023-27

15. Matching Shares (applicant does not answer in evaluation session). Is the applicant providing the minimum required match?

▲ Point Range: zero to two points, which later are multiplied by one-quarter.

Zero points 0-5 percent greater than the minimum required match

One point 5.01-14.99 percent greater than the minimum required match

Two points 15 percent or greater than the minimum required match

Revised December 2023 by Recreation and Conservation Funding Board Resolution 2023-28

16. Proximity to People (applicant does not answer in evaluation session). State law requires the Recreation and Conservation Funding Board to give funding preference to projects in populated areas. Populated areas are defined as a town or city with a population of 5,000 or more, or a county with a population density of 250 or more people per square mile.⁷³ Is the project in an area meeting this definition?

▲ Point Range: 0-0.5 point

0 points No

0.5 point Yes

Revised December 2023 by Recreation and Conservation Funding Board Resolution 2023-28

17. Growth Management Act Preference (applicant does not answer in evaluation session). Has the applicant made progress toward meeting the requirements of the Growth Management Act?⁷⁴

State law requires that whenever a state agency is considering awarding grants to finance public facilities, it shall consider whether the applicant⁷⁵ has adopted a comprehensive plan and development regulations as required by Revised Code of Washington 36.70A.040.

⁷³Revised Code of Washington 79A.25.250

⁷⁴Revised Code of Washington 43.17.250 (Growth Management Act preference required.)

⁷⁵County, city, or town applicants only. This segment of the question does not apply to Native American tribes, park districts, or nonprofit organizations.

When reviewing such requests, the state agency shall accord additional preference to applicants that have adopted the comprehensive plan and development regulations. An applicant is deemed to have satisfied the requirements for adopting a comprehensive plan and development regulations if it has done one of the following:

- Adopts or has adopted within the time periods specified in state law.
- Adopts or has adopted by the time it requests a grant or loan.
- Demonstrates substantial progress toward adopting within the time periods specified in state law. An agency that is more than 6 months out of compliance with the time periods has not demonstrated substantial progress.

A request from an applicant planning under state law shall be accorded no additional preference over a request from an applicant not planning under this state law.

This question is scored by RCO staff based on information from the state Department of Commerce, Growth Management Division. Scoring occurs after RCO's technical completion deadline. If an agency's comprehensive plan, development regulation, or amendment has been appealed to the Growth Management Hearings Board, the agency cannot be penalized during the period of appeal.

▲ Point Range: RCO staff subtracts a maximum of one point.

Minus one point	The applicant does not meet the requirements of Revised Code of Washington 43.17.250.
Zero points	The applicant meets the requirements of Revised Code of Washington 43.17.250.
Zero points	The applicant is a Native American tribe, park district, or nonprofit organization.