

Applicant's To-Do List

Youth Athletic Facilities (YAF)

This to-do list is designed to help applicants prepare and submit grant applications for the Youth Athletic Facilities grant program.

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

YAF has the following two categories:

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

Applicants must submit the information required through [PRISM Online](#), the online project data system used by the Recreation and Conservation Office (RCO). These steps will guide the applicant through RCO's application process.

NOTE: for all documents, forms, and manuals referenced here, go to the [grant Web page](#) and [grant manuals Web page](#).

Step 1: Establish Eligibility

Eligible Applicants: Cities, counties, park districts, Native American tribes, and qualified non-profit organizations.

A first-time applicant must submit a legal opinion to establish eligibility.

Nonprofit applicants must meet the following eligibility criteria (also see Section 2: Program Policies in Manual 17, Youth Athletic Facilities):

- Registered with the Washington Secretary of State as a nonprofit corporation—verify “active” status with Washington’s Secretary of State at www.sos.wa.gov/corps/.
- Has been active in youth or community athletic activities for a minimum of 3 years.
- Does not exclusively use the facilities paid for through this program. The organization must allow public access to the facility funded. See the section titled “Facilities Must be Open to the Public” in *Manual 17: Youth Athletic Facilities*.

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

Step 2: Review Materials

- ❑ Review the appropriate RCO manuals for this grant project:
 - *Manual 17: Youth Athletic Facilities*
 - *Manual 3: Acquisition Projects*
 - *Manual 4: Development Projects*

Applicants required to plan under the Growth Management Act¹ should consult their organizations’ planning departments or contact the [Washington State Department of Commerce's Growth Management Services](#) to determine their compliance status with the Growth Management Act. RCO uses information reported by the Department of Commerce in evaluation scoring. Applicants in compliance receive a zero score on the question; those out of compliance receive a minus one score. If the applicant’s organization is out of compliance, this advance inquiry may give applicants time to change the status before the technical completion deadline.

Step 3: Submit Application–June 1, 2020

PRISM Online Application

PRISM will open in February. To start an application, go to [PRISM Online](#) and select “+ New Application.” Follow the prompts to fill out the application. On-screen instructions, tool tips, and links are available throughout the Application Wizard.

PRISM Attachments

There is an Attachments screen for each PRISM Online application. Applicants must attach the following documents before submitting applications. Include the applicant name, project name, and RCO grant number on each attachment. Maps must include a north arrow, scale, and labels for any major highways, roads, cities, water bodies, etc. If the project includes acquisition and renovation, attach the documents required for both project types.

¹Revised Code of Washington 36.70A

- ❑ **Authorizing Resolution/Application Authorization** (due by the technical completion deadline) shows the application is supported by the elected council or commission, board, or executives of the applicant’s organization. Applicants must adopt the text verbatim even if they choose to use their own format.
- ❑ **Control and Tenure Documentation.** Include property ownership information, such as a deed, and all applicable leases, easements, and use agreements. See *Manual 4: Development Projects*, for additional details about control of the land.
- ❑ **Landowner Acknowledgement Form** (acquisition projects only). An applicant must demonstrate that the landowner is aware of the applicant’s interest in purchasing the property. There are several options to meet this requirement (see Section 3: Application Requirements in *Manual 3: Acquisition Projects*).
- ❑ **Map: Area of Potential Effect** showing the location of all proposed ground-disturbing activities, including access and staging areas. The map must include a polygon of the entire project area and must include section, township, and range information, project name and number, and sponsor name. A U.S. Geological Survey quad map is the preferred base map, though the applicant may use an aerial base map, as long as section, township, and range information are included on the map. Section lines and numbers must be clearly visible in the map. Applicants may need to attach more than one map—one zoomed out far enough to depict section lines and numbers, and another zoomed in close enough to clearly depict the boundaries of all proposed ground-disturbing activities.
- ❑ **Map: Athletic Facility.** One, single-sided page that shows an image (aerial or schematic) of the athletic facility and displays all fields and courts, restrooms, pathways, parking, and support amenities. Denote the specific boundary associated with the project.
- ❑ **Map: Boundary Map–Draft** shows the extent of the site covered by the grant agreement. The map is used by RCO and the sponsor to ensure compliance with provisions in the project agreement. Factors to consider when establishing boundary maps include: project scope, a complete recreation or public access experience, site management unit or area, and past RCO grant assistance at the site. See *Manual 4: Development Projects*, for additional details and boundary map requirements.
- ❑ **Map: Parcel Map** (acquisition projects only) shows the parcels to be acquired in the scope of work as well as adjacent land ownership. Show the parcels in relation to local roads, landmarks, etc. Include the county parcel numbers on the map.
- ❑ **Photograph.** Every application requires at least one project photograph in .jpg format. This photograph will be presented on the project snapshot page that will be used by evaluators. The photograph should characterize the project.

- ❑ **Site Plan: Conceptual Site Plan** (acquisition projects only) provides a visual diagram of the intended future use and development of the property.
- ❑ **Site Plan: Development site plan.** One, single-sided page that shows the proposed improvements at the project site. Development site plans should show site boundaries, major site features, and proposed project elements. Existing and future elements should be distinguished from those in the current project. Master, schematic design, development design, and construction document level plans are suitable for development site plans.
- ❑ **Visuals.** Up to two pages of photographs or other graphics such as schematic drawings, renderings, etc. Applicants may submit visuals in a collage style with several images on each page.

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

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

Step 4: Complete Technical Review–June 1-30, 2020

RCO reviews the application for eligibility, completeness, and clarity and then returns it with questions or suggested changes.

Step 5: Re-Submit Application by Technical Completion–August 10, 2020

- ❑ Address issues raised during technical review and make modifications, if needed.
- ❑ **Authorizing Resolution/Application Authorization** shows the application is supported by the elected council or commission, board, or executives of the applicant’s organization. Applicants must adopt the text verbatim even if they choose to use their own format.
- ❑ Complete all revisions and resubmit the application in PRISM Online by the technical completion deadline or the application will be deemed ineligible.

Step 6: Complete Evaluation–August 27 to September 30, 2020

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

RCO staff tabulates the results and meets with the evaluators to validate the results, establish their funding recommendation, identify any “Do Not Fund” recommendations, and discuss any proposed process or policy changes.

RCO then announces the results of the evaluation and posts the preliminary ranked lists on its Web Site.

Step 7: Submit Pre-Agreement Materials–May 1, 2021

- Provide a **Certification of Applicant Match** to show what amounts and sources of match are in hand for the project. Attach it to the application in PRISM Online at least 1 calendar month before the board funding meeting, per Washington Administrative Code 286.
- If a combination project, the applicant must secure the property at least 1 month before the board considers approving funding (see Manual 3).
- Provide any other requested pre-agreement materials as required by RCO.

Step 8: Sign Project Agreement–After July 1, 2021

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

- Applicants review the following RCO policy manuals:
 - *Manual 7: Long-Term Obligations*
 - *Manual 8: Reimbursements*
- Applicants review the Successful Applicant Workshop materials, then completes the project.