Applicant's To-Do List

Youth Athletic Facilities (YAF)

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

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

YAF has the following two categories:

- Small Grants: For small communities with projects where the total project cost does not exceed $700,000 and the grant request is not larger than $350,000.

- Large Grants: Grant requests from $25,000 to $1.5 million.

An applicant 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.

A nonprofit applicant 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 three years.

- Allows public access to the facility funded. See the section titled "Facilities Must be Open to the Public" in manual 17.

- Does not discriminate on the basis of race, religion, creed, gender, sexual orientation, disability, or income. For example, "boys only" or "girls only" organizations are not eligible to apply for a grant.

- Provides a copy of its Articles of Incorporation and bylaws. Please email these documents directly to the RCO grants manager.

Step 2: Review Materials

❑ Review the appropriate RCO manuals for this grant project:

  o *Manual 17: Youth Athletic Facilities*

  o *Manual 3: Acquisition Projects*

  o *Manual 4: Development Projects*

An applicant required to plan under the Growth Management Act[1] should consult its planning department or contact the [Washington State Department of Commerce's Growth Management Services](#) to determine compliance status with the Growth Management Act. RCO uses information reported by the Department of Commerce in evaluation scoring. An applicant in compliance receives a zero score on the question; an applicant out of compliance receives a minus one score. If out of compliance, this advance inquiry may give the applicant time to change the status before the technical completion deadline.

Step 3: Submit Application–May 1, 2024

SecureAccess Washington Account

Before beginning an application, an applicant must sign up for a [SecureAccess Washington](#) account and submit a [PRISM New User Account Form.](#) When using either of these databases for the first time, an applicant must complete a double sign-in.

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*.

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[1]Revised Code of Washington 36.70A

PRISM Attachments

There is an *Attachments* screen for each PRISM Online application. An applicant must attach the following documents before submitting an application. 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.

- ❑ **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. An applicant must adopt RCO's text verbatim even if using a different format.

- ❑ **Control and Tenure Documentation.** For properties the applicant already owns or has control over, 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–Athletic Facility.** 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–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.

- ❑ **Map–Proposed Boundary Map.** 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 grant 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.

- ❑ **Photo**. Every application requires at least one project photograph in .jpg format. This photograph will be presented on the project snapshot page 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.** Shows the proposed improvements at the project site. A development site plan 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 a development site plan.

❑ **Visuals.** Up to two pages of photographs or other graphics such as schematic drawings, renderings, etc. An applicant 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. **These should be combined into one PDF and attached to the project in PRISM–use the attachment type *Project Support/Concern Documents*.**

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

Step 4: Technical Review–May 2 to June 25, 2024

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

Step 5: Resubmit Application by Technical Completion–July 18, 2024

❑ Address issues raised during technical review and make modifications, if needed.

❑ Attach an **Authorizing Resolution/Application Authorization** to show the application is supported by the elected council or commission, board, or executives of the applicant's organization. An applicant must adopt RCO's text verbatim even if using a different format.

❑ Complete all revisions and <u>resubmit</u> the application in PRISM Online by the technical completion deadline or the application will be deemed ineligible.

Step 6: Complete Evaluation–August 1-30, 2024

RCO provides applications to the evaluators for review and scoring. Evaluators typically are given three to four 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 list on its website.

Step 7: Submit Pre-Agreement Materials–May 1, 2025

❑ Attach a **Certification of Applicant Match** to show what amounts and sources of match are in hand for the project.

❑ Attach **Control and Tenure Documentation** for property to be developed if not already completed in the application. Include property ownership information, such as a deed, and all applicable leases, easements, and use agreements. See *Manual 4: Development Projects,* for details.

❑ If a **combination project**, the applicant must secure the property at least one month before the board considers approving funding (see manual 3).

❑ Provide any other requested pre-agreement materials as required by RCO.

Step 8: Sign Grant Agreement–After July 1, 2025

The Recreation and Conservation Funding Board approves grants. RCO works with the applicant to execute a grant agreement before work begins.

❑ Applicant reviews the following RCO policy manuals:

○ *Manual 7: Long-Term Obligations*

○ *Manual 8: Reimbursements*

❑ Applicant reviews the Successful Applicant Workshop materials, then completes the project.

Updated February 9, 2024.