

Manual 27

Local Parks Maintenance Program

July 2023



Table of Contents

| | |
|--|-----------|
| At a Glance | 1 |
| Section 1: Introduction | 2 |
| Local Parks Maintenance Program..... | 2 |
| Who Makes Decisions..... | 3 |
| Where to Get Information..... | 3 |
| Grant Process and Timeline | 4 |
| Section 2: Policies | 6 |
| Eligible Entities | 6 |
| Eligible Projects | 6 |
| Application..... | 7 |
| Eligible and Ineligible Activities..... | 8 |
| Equipment Policies..... | 12 |
| Other Things to Know..... | 15 |
| Section 3: Money Matters | 17 |
| Funding Details | 17 |
| Grant Limits | 18 |
| Matching Share | 18 |
| Records and Reimbursement..... | 18 |
| Section 4: Project Evaluation | 20 |
| How Evaluation Works..... | 20 |
| Evaluation Criteria | 21 |
| Ranking | 23 |

At a Glance

Local Parks Maintenance Program

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|--|---|
| Purpose | The program provides grants to help communities in need address priority maintenance backlogs at local parks. |
| How much money is available? | \$5 million, split evenly between state fiscal years 2024 and 2025. Funding decisions will be made as part of a single grant round. |
| Who may apply? | <ul style="list-style-type: none"> • Cities and towns • Counties • Native American tribes • Parks and recreation districts • Public facilities districts • Port districts |
| Is a plan required? | No |
| What projects are eligible? | Deferred maintenance projects |
| What are eligible activities? | <p>There are two project options: multisite or single site.</p> <ul style="list-style-type: none"> • Multisite projects involve above-ground activities at several park sites, which do not impact historic or cultural resources. • Single-site projects may include ground-disturbing or other activities that require review for potential impact to historic or cultural resources. |
| What are types of eligible costs? | <ul style="list-style-type: none"> • Equipment purchase, rental, and repair • Materials and supplies • Labor, including salaries and benefits • Contract services for eligible activities • Project administration up to 5 percent |
| What are the grant limits? | <ul style="list-style-type: none"> • \$35,000 minimum, \$100,000 maximum • Only one application per eligible entity |
| Is match required? | No |
| How is my project evaluated? | An evaluation team reviews and scores written responses to two criteria and RCO staff scores two objective criteria. The combined score results in a ranked list for funding consideration. |
| When are applications due? | <ul style="list-style-type: none"> • Applications open August 15, 2023. • Applications close September 18, 2023. |
| When are grants awarded? | Late October (Estimate) |
| What is the performance period? | Projects must be finished by June 30, 2025. Time extensions will not be allowed. |

Section 1: Introduction

In this section, you'll learn about the following:

- ✓ The Local Parks Maintenance Program
- ✓ Who makes decisions
- ✓ Where to get information
- ✓ Grant process and timeline

Local Parks Maintenance Program

The Local Parks Maintenance (LPM) grant program was created in 2023 when the Washington State Legislature allocated funding in the operating budget to provide grants to local parks to support needed maintenance. LPM grants help local agencies provide safe and modern amenities that support meaningful outdoor experiences. This program focuses on helping communities in need address maintenance backlogs at local parks.

Authority

This program was developed under the authority of the 2023-2025 Operating Budget and has been approved by the Recreation and Conservation Office (RCO) director under the authority granted in Revised Code of Washington 79A.25.020 and Washington Administrative Code 286-04-060. This guidance document explains eligibility and project requirements for the LPM grant program, how to apply for grants, and the evaluation and scoring process.

Who Makes Decisions

Staff Decisions

Staff review grant applications to ensure they are complete, projects are eligible to compete, and applicants are eligible to apply. Staff also score objective evaluation criteria to create a ranked list of projects for the RCO director to consider. In addition, staff review proposed program policies and criteria changes, and in some cases make recommendations to the RCO director about scope changes and how funding should be distributed. Finally, staff make routine grant management decisions about billings, reports, minor scope changes, short time extensions, and more.

Director Decisions

The RCO director or designee makes the final decisions for funding, policies, and project changes. In addition, the RCO director or designee makes many project decisions ranging from authorizing payments to terminating projects.

Where to Get Information

Recreation and Conservation Office
Natural Resources Building
1111 Washington Street Southeast
Olympia, WA 98501

[E-mail](#)

Telephone: (360) 902-3000

FAX: (360) 902-3026

Hearing Impaired Relay Service: Call 711

[Web site](#)

Mailing Address

PO Box 40917

Olympia, WA 98504-0917

RCO 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 [LPM 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 4: Development Projects*
- *Manual 8: Reimbursements*

Grant Process and Timeline

The grant process, from application to grant award, spans about four months and is outlined below. While the order of the steps in this process remains consistent, for precise dates, visit the RCO website.

Webinars. RCO conducts a webinar in mid-August to provide information about the grant program.

Entering Applications. To enter applications, applicants must sign up for a [SecureAccess Washington](#) account and submit a [PRISM account form](#).

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 applicants through the process, reviews application materials, helps determine whether proposals are eligible, and may visit the project site to discuss single-site details. Click here to learn more about [PRISM's components and technical requirements](#).

Applications Due. Applications are due **September 18, 2023**. The application includes the data entered into PRISM and all required attachments. Applicants must "submit" the application before the deadline. The "Check Application for Errors" button on the "Submit Application" screen will indicate which pages are incomplete. Incomplete applications and applications received after the deadline will be rejected unless RCO's director has approved a late submission in advance.

Technical Reviews. Grants managers review the applications to ensure proposed costs are eligible, identify any issues of concern, and seek clarification from applicants. Applicants must respond to requests for additional information within forty-eight hours to ensure the proposal remains eligible for consideration.

Project Evaluation. An evaluation team scores the subjective evaluation criteria and RCO staff score objective evaluation criteria. The final scores are then tabulated, and the preliminary ranked list is posted on RCO's website. This ranked list of projects forms the basis for the funding recommendation to the RCO director.

Director Awards Grants. The RCO director considers the preliminary ranked list and any written public comments received and makes the final grant awards.

Grant Agreements Issued. After grant awards, RCO staff prepare and route grant agreements for signature. Once signed, the applicants, now referred to as project sponsors, may begin their projects, according to the terms of the grant agreements.

Successful Applicants' Workshop. After the RCO director approves funding, RCO publishes a recorded workshop for successful grant applicants. This workshop covers

sponsors' responsibilities to comply with the grant agreements, issues that might come up when implementing projects, billing procedures, amendments for changes, closing project procedures, and any required long-term compliance associated with equipment purchase.

Project Implementation. Sponsors must complete projects promptly. To help ensure reasonable and timely project completion, accountability, and the proper use and spend down of funds, applicants will do the following:

- Develop milestones for project implementation that ensure timely completion of projects. **No agreement period will go past June 30, 2025. RCO will not allow time extensions.** Applicants should scope their requests so that funds can be spent before the end of the grant agreement.
- Expedite project implementation to show measurable progress towards meeting project milestones. RCO may terminate projects that do not meet critical milestones established in the grant agreement.
- Submit progress reports at intervals as designated by the RCO grant agreement.

Project Completion. When projects are completed, sponsors must submit their final bills, final reports, and supporting documents needed to close their projects by the deadlines specified in the agreements. If required documents are not submitted within forty-five days of the agreement's end date, the RCO director may terminate the agreement without payment.

Section 2: Policies

In this section, you'll learn about the following:

- ✓ Eligible entities
- ✓ Eligible projects
- ✓ Eligible activities and elements
- ✓ Equipment policies
- ✓ Other requirements and things to know

Eligible Entities

- Cities, counties, and towns
- Parks and recreation districts
- Port districts
- Public facilities districts
- Native American tribes

Nonprofits are not eligible entities; however, they may partner with eligible entities if all work is performed on land owned by the eligible entity.

Eligible Projects

Deferred Maintenance

LPM is specifically focused on supporting deferred maintenance activities at local parks. "Deferred maintenance" means a backlog of maintenance work the organization deems necessary to bring areas or facilities into good repair and/or into compliance with accessibility standards. Generally, this is work that is left undone due to a lack of resources or perceived lower priority than other projects. Failure to perform deferred

work may result in the progressive deterioration of the facility condition or performance, and if not addressed, will significantly increase repair or renovation cost.

A grant may be used to continue or retain the originally designed and built purpose and capacity of an existing area or park facility by bringing it to, or keeping it at, an accepted standard of functionality. The work done must not create more than incidental changes to, or expansion of, the use or physical size or capacity. Eligible deferred maintenance activities may involve aspects of regular upkeep, repair, and/or partial replacement depending on the nature of the asset and the site's public outdoor recreational use.

Application

Number of Applications Allowed

Eligible entities, and any subdivisions thereof, may only submit one application to LPM, regardless of the application option chosen (see below). Applicants may apply for a scope of work that requires additional funds to complete but may not apply for a scope of work that is also receiving another RCO grant. Multiple eligible entities may not submit separate applications to complete overlapping scopes of work.

Application Options

LPM has two different application options (multisite and single site) depending on the project's potential to impact cultural resources. Cultural resources are archeological and historical sites and artifacts, and traditional tribal areas or items of religious, ceremonial, and social uses. To comply with the Governor's Executive Order 21-02, RCO reviews all construction¹ projects for potential impacts to cultural resources. This work may increase the time and cost of a project depending on the nature of the proposed work.

Multisite Applications

Multisite applications are limited to deferred maintenance activities as described in Tier 1 below. These activities are unlikely to impact cultural resources because they do not disturb the ground and do not involve work on older structures. Multisite applications are characterized by the following:

- No limit on the number of park sites at which deferred maintenance activities can occur; AND

¹RCO defines "construction projects" as inclusive of development, restoration, and maintenance project types that have ground-disturbing actions.

- Funding is available for all activities during both state fiscal year 2024 (July 1, 2023 through June 30, 2024) and state fiscal year 2025 (July 1, 2024 through June 30, 2025).

Single-Site Applications

If an applicant is requesting funding for any Tier 2 deferred maintenance activities, as further described below, they must submit a single-site application. A single-site application also may include Tier 1 activities. Tier 2 activities have the potential to impact cultural or historic resources, because they involve disturbing the ground and/or work on older structures. Single-site applications are characterized by the following:

- All deferred maintenance activities proposed for funding (both Tier 1 and Tier 2) must be within a single park site; AND
- Funding for Tier 2 deferred maintenance activities is available only during state fiscal year 2025 (July 1, 2024 through June 30, 2025).

Eligible and Ineligible Activities

Eligible Tier 1 Activities

Eligible Tier 1 activities include all necessary upkeep, repairs, and minor partial replacements of above-ground elements associated with existing developed landscape features, structures less than fifty years old, and associated infrastructure. Examples of eligible Tier 1 deferred maintenance activities include the following:

- Alterations to the interior or exterior of structures less than fifty years, such as repairing roofing, replacing windows and toilets, repainting siding, or installing accessibility elements. The work must not involve any ground-disturbing actions. Eligible structures are limited to those that directly support outdoor recreational use at the site (toilets, maintenance and supply storage, bathhouses, picnic shelters, etc.)
- Removal, repair, or partial replacement of above-ground utility infrastructure (electrical, water, telecommunications, etc.) that do not involve ground disturbance.
- Removal, repair, or partial replacement of above-ground recreational infrastructure such as backstops on a baseball field, boards on a wooden bridge, a swing set on a playground, drinking fountains or toilets in a bathroom, or pool pumps on a circulation system.

- Patching, refinishing, restriping, remarking, or partially replacing surfaces such as parking lots, sport courts, or playgrounds.
- Leveling of trails, parking lots, pathways, and access roads. This includes curb grading for accessibility or flattening a surface by filling potholes, but surface elevation cannot be lowered, and no new ground disturbance may occur.
- Placement of fill and surface materials on existing park roads, trails, and landscaped areas to smooth or level these surfaces, but surface elevation cannot be lowered, and no new ground disturbance may occur.
- Removal, disposal, repair, or complete replacement of movable site furnishings such as picnic tables, benches, garbage cans, signs, and lifeguard stands.
- Minor above-ground upgrades and new elements that retrofit existing areas or facilities to meet accessibility standards, such as removing curbs, installing handrails, adding signs to an existing pole, widening entrance doors, or adding automatic door openers.

Eligible Tier 2 Activities

Eligible Tier 2 activities include all necessary upkeep, repairs, and minor partial replacements of structures more than fifty years old² and below-ground elements associated with existing developed landscape features, structures, and associated infrastructure. Examples of eligible Tier 2 deferred maintenance activities include the following:

- Above-ground or below-ground alterations to the interior or exterior of structures fifty or more years old, such as repairing roofing, repainting siding, installing accessibility elements, replacing windows and toilets, or fixing foundations. Eligible structures are limited to those that directly support outdoor recreational use at the site (toilets, maintenance and supply storage, bathhouses, picnic shelters, etc.)
- Removal, repair, or partial replacement of below-ground utility infrastructure (electrical, water, telecommunications, etc.) such as fixing a leak in a buried waterline or digging out and replacing a broken utility pole.
- Removal, repair, or replacement of components of below-ground recreational infrastructure, such as replacing rotted fence posts and signposts or repouring foundation for a light pole or vault toilet.

²Washington State Standards for Cultural Resources Reporting. Updated 4/19/2023.

- Regrading of trails, parking lots, pathways, or access roads that involves lowering the surface elevation through ground disturbance.
- Restoration or landscaping work involving earth moving, such as whole removal (including roots) of diseased trees or replanting of trees or shrubs.
- Minor below-ground upgrades and/or minor below-ground new elements that retrofit existing areas or facilities to meet accessibility standards, such as regrading portions of a path or adding a new sign pole.

Ineligible Activities

- Any work in a known archaeological site (as defined in Revised Code of Washington 27.53)
- Day-to-day operations, or routine maintenance like cleaning restrooms, lawn mowing, or field preparation before games
- Environmental cleanup of illegal activities (i.e., removal of contaminated materials or derelict vessels, trash pickup, etc.)
- Full replacement of affixed capital infrastructure such as play equipment, bridges, dugouts, picnic shelters, or paved pathways
- In-water or over-water maintenance activities
- Renovation or development activities that extend or expand the originally intended uses, size, or capacity of facilities or areas, except for minor upgrades to existing areas or facilities to specifically meet accessibility standards
- Indoor facilities such as community centers, environmental education or learning centers, gymnasiums, swimming and therapy pools, and ice-skating rinks

Eligible Costs

When associated with eligible deferred maintenance activities, the following costs are eligible for reimbursement:

- Capital equipment³ to support the sponsor's ongoing deferred maintenance program, provided it meets the conditions described in "Equipment Policies" below and is pre-approved by RCO
- Contract services for eligible activities

³Equipment and vehicles that cost \$5,000 or more per unit (including sales tax and ancillary costs) with a useful life of more than 1 year.

- Labor, including salaries and benefits
- Liability insurance to cover volunteers
- Materials and supplies⁴ or small and attractive assets⁵ necessary to complete the deferred maintenance activities in the grant scope of work
- Project administration costs up to 5 percent of the total grant request. These costs include activities such as required engineering services, billings, progress reports, project close-out, etc.
- Renting and leasing of construction and maintenance equipment
- Repair and one-time maintenance of equipment used wholly for maintenance activities
- Small and attractive assets to support the sponsor's ongoing deferred maintenance activities, provided they meet the conditions described in "Equipment Policies" below
- Transportation or travel (mileage, per diem)
- Permits, including staff time to obtain permits
- For single-site applications only, direct costs and activities necessary to investigate and evaluate a project's possible effect on archeological and cultural resources pursuant to Governor's Executive Order 21-02 and applicable state and federal regulations. This may include any required cultural investigations such as surveys and recordation, as well as staff time to facilitate compliance.

Note: Permits and cultural resources costs are the only eligible pre-agreement costs for maintenance projects.

Ineligible Costs

- Appliances, furniture, and utensils
- Consumable supplies such as light bulbs, toilet paper, fertilizer, fuel, etc.

⁴This covers individual items costing less than \$1,000 per item such as small maintenance tools, minor equipment, personal protective equipment, forms, maps, gravel, training, and other goods and services needed for the project.

⁵Items that cost less than \$5,000 per unit (including sales tax and ancillary costs) with a useful life of more than 1 year, and which are vulnerable to loss.

- Costs associated with meeting a mitigation requirement unrelated to the funded project
- Equipment rental or lease fees that exceed the purchase price of the equipment
- Equipment unrelated to maintenance actions that cannot be defined as fixtures or capital items (uniforms, balls, cones, bats, horseshoe sets, tennis rackets, etc.)
- Organizational operating expenses or indirect costs
- Payments to a stewardship, maintenance, or equipment replacement fund, or any other banking of funds
- Pre-agreement activities unrelated to permitting and cultural resource costs
- Purchase of capital equipment or small and attractive assets that is not wholly dedicated to the maintenance or construction of local park areas and facilities
- Routine vehicle maintenance costs, such as oil changes or tire replacements
- Utility payments such as monthly water or electric bills

Equipment Policies

Sponsors may purchase capital equipment or small and attractive assets, as previously defined, to perform maintenance activities. Eligible equipment includes, but is not limited to, the following:

- All-terrain vehicles
- Backhoe
- Bulldozer
- Chainsaws
- Utility vehicle
- Trail builders
- Trailer
- Truck

Sponsors may purchase equipment when all the following conditions are met:

- The equipment is an essential and necessary component to implement the sponsor's deferred maintenance program.
- Purchasing is more cost effective than renting or leasing equipment.
- The equipment is wholly dedicated for maintenance or construction work associated with outdoor recreation and conservation areas and is not prorated or used for other, non-permissible uses.

Equipment Management

A sponsor must maintain a record of all equipment purchased with grants. The sponsor, not RCO, always takes title. This inventory record begins with the list of any equipment purchases proposed in the project application and which is entered into the grant agreement upon approval.

The sponsor shall have, and make available to RCO upon request, equipment records that include the following:

- A description of the equipment
- Manufacturer's serial number (model, stock, vehicle identification, or other unique number securely affixed to the equipment)
- Source of the equipment, including grant or other agreement number
- Acquisition date and cost
- Location, use, and condition of the equipment and the date the information was reported
- Ultimate disposition data, including date and method of liquidation and disposal, and sale price, including the method used to determine current fair market value when a sponsor compensates RCO for its share, if sold

The sponsor shall establish adequate maintenance procedures to keep the equipment in good and working condition. The sponsor shall institute a control system to ensure adequate safeguards to prevent loss, damage, or theft of the equipment. Any loss, damage, or theft shall be investigated and fully documented. The sponsor shall promptly notify RCO of any such occurrence.

The sponsor shall use the equipment for maintenance purposes for as long as needed, whether or not support continues through subsequent grants from RCO, without making a refund to the program.

In an ongoing maintenance program, sponsors may trade-in or sell equipment and use the proceeds to offset the cost of purchasing new equipment used for maintenance activities. In this situation, the equipment becomes part of the sponsor's reportable equipment inventory and the sponsor must continue to follow the equipment management procedures in this manual for the new equipment, until liquidated.

Periodic Inventory

The sponsor shall conduct a physical inventory of equipment and reconcile the results with previous records at least once every two years. This should continue until final liquidation has been made. Inventory records must be maintained just as other records for audit purposes.

Any differences in this physical inspection and those shown in the accounting records shall be investigated by the sponsor to determine the causes of the difference. In connection with the inventory, the sponsor shall verify the existence, current use, and continued need for the equipment. A detailed written report on the results of this inventory shall be provided to RCO upon request.

Equipment Liquidation

When the sponsor discontinues use of the equipment (assets) for the purpose for which it was funded, the following liquidation procedures shall apply:

The sponsor wishes to retain the equipment. It may be used for other activities as follows:

- Original cost of \$5,000 or less: The sponsor may use the equipment for other activities without reimbursement to RCO.
- Original cost of more than \$5,000: The sponsor may retain the capital equipment for other uses provided compensation is made to RCO. The amount of compensation shall be computed by applying the percentage of program participation in the cost of the original project, as specified in the grant agreement, to the current fair market value of the equipment.

The sponsor does not wish to retain the equipment. If the sponsor has no need for the equipment but it still has value, the sponsor shall request disposition instructions from RCO. When the sponsor disposes of the equipment, procedures that provide for fair competition, to the extent practicable, and result in the highest possible return, shall be established. RCO may instruct the sponsor to transfer title to a third party named by RCO who is eligible under existing statutes. In such cases, the sponsor will be compensated in the amount equal to its share of the current fair market value of the equipment.

- Original cost is \$5,000 or less: The sponsor may sell the equipment and return the proceeds to RCO.
- Original cost of more than \$5,000: The sponsor shall sell the equipment and reimburse RCO an amount computed by applying to the sales proceeds the percentage of program participation in the cost of the original project as recorded in the signed grant agreement.

The equipment has no value. This occurs when the equipment has lost value or has outlived its useful life, not due to lack of maintenance. The sponsor may notify RCO and if RCO concurs, the equipment may be removed from equipment inventory reporting requirements.

Other Things to Know

Cultural Resources

Multisite Applications

Multisite applications are limited to Tier 1 deferred maintenance activities, which are actions that are unlikely to have the potential to affect cultural or historic resources. RCO requires that all sponsors review RCO's Inadvertent Discovery Protocols and ensure that all people working on the projects be made aware of the protocols. In addition, sponsors must follow guidance provided by the Department of Archaeology and Historic Preservation⁶ in the event of discovery of human skeletal remains. In the event of an inadvertent discovery, any costs associated with responding, documenting, and mitigating shall be the responsibility of the project sponsor.

In signing the grant agreement, the sponsor agrees to indemnify and hold harmless the State of Washington in relation to any claim related to historical or cultural artifacts due to the project funded under the grant agreement, and agrees to comply with applicable local, state, and federal laws protecting cultural resources and human remains.

Single-Site Applications

Tier 2 deferred maintenance activities, by virtue of disturbing the ground or involving historic structures, are considered "construction" projects by RCO.⁷ Governor's Executive Order 21-02, Archaeological and Cultural Resources, requires that state agencies review and consult with the Department of Archaeology and Historic Preservation and tribes on state-funded projects for potential impacts to cultural resources. RCO evaluates all projects before funding and initiates consultation. Applicants should not initiate consultation with either of these groups. The reviews may require sponsors to conduct cultural resources surveys or may add requirements to grant agreements.

Applicants should budget for cultural resources work for Tier 2 deferred maintenance activities. The cost of a cultural resources investigation depends on the size, scope, and location of the project. RCO encourages applicants to work with qualified cultural

⁶[Recommended Inadvertent Human Remains Discovery Language](#), Washington State Department of Archaeology & Historic Preservation (DAHP)

⁷RCO defines "construction projects" as inclusive of development, restoration, and maintenance project types that have ground-disturbing actions.

resources professionals to estimate costs. Costs for compliance actions (e.g., survey, monitoring, permitting, redesign, and mitigation) are eligible for reimbursement and should be included in grant applications.

Any required cultural resources investigations or documentation must be complete before sponsors may start any ground-disturbing activities or alterations to historic-era structures. RCO has the right to disqualify an application or specific activities if cultural resources approval cannot reasonably be achieved in time to complete the proposed work within the period of performance. Ground disturbance or demolition started without RCO approval is a breach of the grant agreement. Typically, cultural resources approval will be authorized as part of the notice to proceed.

Accessibility

While conducting eligible maintenance activities, be aware that facilities or elements constructed with RCO grants are required by law to be accessible regardless of whether there are specific standards adopted in the State Building Code, Americans with Disabilities Act, or Architectural Barriers Act, as amended. Other federal laws, guidelines, and best practices also may apply to achieve accessibility.

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.

Public Disclosure Rules

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

Section 3: Money Matters

In this section, you'll learn about the following:

- ✓ Funding details
- ✓ Grant limits
- ✓ Matching share
- ✓ Records and reimbursement

Funding Details

Availability of Funding

Up to \$5 million is available from the state general fund for grants across the 2023-2025 biennium. This is split equally across state fiscal years, with \$2.5 million available in each state fiscal year. **RCO cannot guarantee that any unspent funds from the first fiscal year will be available for the second fiscal year.**

Funding Allocation

To fully allocate and spend available funds, depending on the projects received and the applicants' proposed budgets, RCO may elect to 1) fund certain projects or activities fully in the first fiscal year, 2) fund certain projects or activities fully in the second fiscal year, or 3) fund certain projects across fiscal years by amending agreements to add funding from the second fiscal year. These decisions shall be made in collaboration with the sponsor whenever possible.

Regardless of how funding is allocated, no agreement period for a grant will go beyond June 30, 2025. Applicants should scope their requests so that funds can be spent before the end of the grant agreement.

Grant Limits

RCO will accept proposals requesting between \$35,000 and \$100,000. Proposals outside of this range will not be considered for funding.

Matching Share

Grant recipients are not required to contribute matching resources.

Records and Reimbursement

State Vendor Number

Sponsors must have a statewide vendor number to receive payments. They can be paid by check or electronic fund transfer (EFT). Visit the Department of Enterprise Services website [to register](#).

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. RCO will pay only the amount in the grant agreement after the sponsor has presented an invoice documenting cost incurred and compliance with the provisions of the grant agreement. Billing procedures are explained further in *Manual 8: Reimbursements*.

Billing

All expenses incurred on eligible activities in a fiscal year must be billed in PRISM no less than forty-five days after the fiscal year ends. Any expenses not billed by this deadline will be forfeited. **RCO will not reimburse for expenses incurred on eligible activities during state fiscal year 2024 with funds allocated for state fiscal year 2025.**

When projects are completed, sponsors must submit their final bills, final reports, and supporting documents needed to close the projects as specified in the agreements.⁸ If final documentation is not submitted within forty-five days of the end dates within the agreements, RCO may terminate the agreements without payment.

⁸Washington Administrative Code 286.13.040(7)

Records

Applicants 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 the project 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

In this section, you'll learn about the following:

- ✓ How evaluation works
- ✓ Evaluation criteria

How Evaluation Works

The evaluation process begins when the RCO director adopts the evaluation process and evaluation criteria.

The director appoints people to serve on an evaluation team to score 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.

An applicant prepares written responses to address the evaluation criteria. The evaluation team 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 median household income. Staff scores are based on the location of the project proposal and information from the Washington Department of Health.

The evaluation team and staff scores are combined for an application's total evaluation score. The resulting ranked lists are the basis for funding recommendations to the RCO director, who makes the final decision about funding. The public may submit written comments about the projects.

Evaluation Criteria

| Criteria | Description | Who Scores | Points |
|------------------------------|---|-----------------|-----------|
| 1. Need and Impact | Priority and impact of the proposed deferred maintenance activities | Evaluation Team | 0-15 |
| 2. Readiness to Proceed | Ability of the applicant to complete the proposed activities within the biennium | Evaluation Team | 0-5 |
| 3. Social Vulnerability | Multisite Application: Average Social Vulnerability Index ⁹ across applicants' jurisdiction Single-Site Application: Social Vulnerability Index of the park site. | Staff | 0-10 |
| 4. Local Low Income | Multisite Application: Median household income of the applicant's jurisdiction relative to the county or state mean ¹⁰ Single-Site Application: Median household income of the park site relative to the county mean. | Staff | 0-10 |
| Total Points Possible | | | 40 |

In the event of a tie among projects on a funding line, preference shall be given to projects based on the impact of proposed activities on meeting Americans with Disabilities Act accessibility standards.

Detailed Evaluation Questions

Scored by the Evaluation Team

- 1. Need and Impact.** What is the organization's overall need for deferred maintenance funding and how will completing the proposed activities address that need?

Information to consider in the response:

- The scale of the deferred maintenance need across the organization's service area relative to maintenance capacity
- Why the proposed activities represent a high priority but have not yet been completed

⁹Washington Tracking Network's [Environmental Health Disparities Map](#)

¹⁰Washington Tracking Network's [Median Household Income](#)

- The immediate impact of completing the project on recreational users and future maintenance costs

▲ Point Range: 0-15 points

- 2. Readiness to Proceed.** To what extent are the proposed deferred maintenance activities ready to proceed, such that the full project can be completed and funds spent within the limited LPM grant period?

Information to consider in the response:

- Flexibility and complexity of proposed activities
- Need for local, state, or federal permits before proceeding
- Need for external contractors or other partners to complete the work
- Status of additional funds needed to complete proposed projects

▲ Point Range: 0-5 points

Scored by RCO Staff

- 3. Social Vulnerability.** To what extent does the applicant's service area (multisite application) or the project area (single-site application) demonstrate social vulnerabilities?

▲ Point Range: 0-10 points

Example: Multisite project. The applicant has four census tracts that overlap its jurisdiction by 50 percent or more. The average Social Vulnerability Index of those census tracts is 7.8, so the applicant would receive a total score of 7.8 for this question.

Example: Single-site project. The census tract where the project is located has a Social Vulnerability Index score of four. The applicant would receive a total score of four for this question.

- 4. Local Low Income.** To what extent does the applicant's jurisdiction (multisite application) or the project area (single-site application) have a low household median income relative to areas around it?

▲ Point Range: 0-10 points

- | | |
|----------|---|
| 0 points | Over 1.5 times the county or state median household income |
| 1 point | 1.4 to 1.49 times the county or state median household income |

| | |
|-----------|---|
| 2 points | 1.3 to 1.39 times the county or state median household income |
| 3 points | 1.2 to 1.29 times the county or state median household income |
| 4 points | 1.1 to 1.19 times the county or state median household income |
| 5 points | 1 to 1.09 times the county or state median household income |
| 6 points | 0.9 to 0.99 times the county or state median household income |
| 7 points | 0.8 to 0.89 times the county or state median household income |
| 8 points | 0.7 to 0.79 times the county or state median household income |
| 9 points | 0.6 to 0.69 times the county or state median household income |
| 10 points | Less than 0.6 times the county or state median household income |

Example: Multisite project. The applicant¹¹ has five census tracts that overlap its jurisdiction by 50 percent or more. The average median household income of those census tracts is \$47,755, which is 0.91 times the county median household income of \$52,192. The applicant would receive a total score of six for this question.

Example: Single-site project. The census tract where the project is located has a household median income of \$30,662. This is 0.59 times the county median household income of \$51,775, so the applicant would receive a total score of ten for this question.

Ranking

Multisite applications and single-site applications will be scored and ranked separately. Funding will be allocated so that the same percentage of projects are funded for each application type.

¹¹If the multisite applicant is a city, town, parks and recreation district, special facilities district, or tribe, then the average median household income will be compared to the county median household income. If a multisite applicant is a county or port district, the average median household income will be compared to the state median household income.