

Applicant's To-Do List

Community Outdoor Athletic Facilities (COAF)

Following review and evaluation of COAF pre-applications, the Recreation and Conservation Office (RCO) issued invitations to select applicants¹ for submittal of full applications for the next phase of the competition. This document is designed to help those applicants understand the next steps in the process, to submit a full application, and to prepare for signing a grant agreement if awarded funding.

NOTE: All documents, forms, and manuals referenced here are on the [COAF grant web page](#).

Grant Process

	Grant Step	Date
1	Pre-Applications Open	Completed
2	Workshop Webinar	Completed
3	Pre-Applications Due	Completed
4	Pre-Application Evaluation	Completed
5	Full Application Invitations	Completed
6	Full Applications Due	June 27, 2024
7	Technical Review	June 28 to July 12, 2024
8	Technical Completion Deadline	August 15, 2024
9	Project Evaluation	September 3-30, 2024
10	Funding Announced (Round 1)	October 15, 2024 (tentative)
11	Successful Applicant's Workshop	November 12, 2024 (tentative)
12	Pre-Agreement Materials Due	December 16, 2024 (tentative)
13	Agreements Issued	January to March 2025 (tentative)
14	Project Implementation	Ongoing

Additional Funding Awards

RCO has \$12 million for grants, which will be distributed to the final ranked lists this fall. The Legislature has projected an additional \$12 million in funding for the 2025-2027 biennium. Should additional funds become available, a second round of grant awards will be made by July 1, 2025, to unfunded projects on the final ranked list.

¹[COAF Pre-Application Lists](#)

Steps 1 through 5: Pre-Application Phase–COMPLETED

The pre-application phase was held from January to May 2024. **No new pre-applications will be accepted at this time.**

Step 6: Full Applications Due–June 27, 2024

Based on the [pre-application rankings](#) in each region, RCO invited some applicants to submit full applications. The full application invitees are shown on the pre-application ranked lists. The deadline for full applications is **11:59 p.m. Pacific Standard Time, June 27, 2024.**

An applicant must submit the information required through [PRISM Online](#), the project data system used by RCO.

To-Dos

- ❑ **Review [Manual 28: Community Outdoor Athletic Facilities](#).** This manual builds on the policies provided in the Request for Pre-Applications, providing more information about key policies related to control and tenure, cultural resources, long-term obligations, etc.
- ❑ **Review other manuals** as appropriate depending on the type of project: [Manual 3: Acquisition Projects](#) or [Manual 4: Development Projects](#).
- ❑ **Create new PRISM accounts**, if needed, for additional people who will support the full application process. Information about establishing a PRISM account can be found on RCO's [PRISM web page](#).
- ❑ **Check out the full application in PRISM.** RCO staff created a new application with a project number that is unique to the applicant's project. It has the applicant's pre-filled answers and scores from the pre-application round. Completing the full application will involve providing additional information, such as adding a property for the worksite, metrics, budget estimates, required attachments, and responses to cultural resource questions and four additional evaluation questions.
- ❑ **Complete and submit the full application.** Applicants must enter the required PRISM data, include all required attachments (as described below), and check the application for errors before submission.

Full Application Attachments

There is an *Attachments* screen for each PRISM Online application. Below is a list of required attachments. Some are due by the full application deadline, some by the technical completion deadline, and some before signing a grant agreement. Include the applicant's 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 development, attach the documents required for both project types.

Required by Full Application Deadline: June 27, 2024

- Articles of Incorporation and Bylaws** (first-time nonprofits only). Please email these directly to the grants manager.
- Landowner Acknowledgement Form** (combination and acquisition projects only). An applicant must demonstrate that the landowner is aware of the applicant's interest in buying 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 entire park or recreation site including the proposed athletic facility. The map should display all fields and courts, restrooms, pathways, parking, and related support amenities. Denote the specific boundary associated with the project.
- Map: Boundary Map–Proposed**. The 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, 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** (combination and 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.
- 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** (combination and acquisition projects only) provides a visual diagram of the intended future use and development of the property. Include the applicant organization's name or logo, project name, RCO project number, and date on each plan.
- Site Plan: Development Site Plan** (development and combination projects only). 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. An applicant may revise or replace the visuals currently attached to the application; however, the limit is still two pages.

Drafts Required by the Full Application Deadline: June 27, 2024

- ❑ **Authorizing Resolution/Application Authorization.** The Authorizing Resolution/Applicant Authorization form 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. The adopted resolution will be required by the Technical Completion Deadline (see below).
- ❑ **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.
- ❑ **Legal Opinion.** RCO requires all organizations wishing to apply for a grant for the first time to submit a legal opinion that the applicant is eligible to receive and manage state funding for recreation purposes. See the "Applicant Requirements" section of the COAF manual for detailed information about required elements of a legal opinion.

Step 7: Technical Review–June 28 to July 12, 2024

RCO reviews the full application for eligibility, completeness, and clarity and then returns it to the applicant with questions or suggested changes by **July 12, 2024**. The applicant then has access to edit the application to address these questions or suggestions.

Step 8: Technical Completion Deadline–August 15, 2024

The technical completion deadline is **August 15, 2024**. This is the date 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.

To-Dos

- ❑ Before the deadline, address issues raised during technical review, complete all revisions, provide all required attachments, and make modifications, if needed.
- ❑ Resubmit the application in PRISM Online by **11:59 p.m. Pacific Standard Time, August 15, 2024**, or the application will be deemed ineligible.

Technical Completion Attachments

Final Required by the Technical Completion Deadline: August 15, 2024

- Adopted Authorizing Resolution/Application Authorization.** The Authorizing Resolution/Application Authorization form 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.
- Legal Opinion** (first-time applicants only, if not already provided). See description above.

Step 9: Project Evaluation–September 3-30, 2024

The advisory committee reviews the final applications and scores the four additional narrative evaluation criteria (forty points total). RCO staff tabulate the results and meet with the evaluators to validate the results and discuss any proposed process or policy changes.

Step 10: Funding Announced (Round 1)–October 15, 2024

RCO combines the final application scores (forty points total) with the pre-application scores (forty points total) to develop a ranked list of final applications in each COAF region. These ranked lists will form the basis of a funding recommendation to the RCO director.

The RCO director announces \$12 million in funding awards as part of an initial round. RCO then announces the results of the evaluation and posts the ranked funding list on its website.

Step 11: Successful Applicants Workshop–November 12, 2024 (*tentative*)

After posting the funding awards list on its website, RCO grants managers reach out directly to successful grant applicants to inform them about the status of their projects and describe important next steps.

In addition, RCO publishes a recorded workshop online for successful grant applicants. This workshop covers a sponsor's responsibilities to comply with the grant agreement, issues that might come up when implementing a project, billing procedures, amendments for changes and time extensions, closing project procedures, and long-term compliance.

To-Dos

- Watch the Successful Applicant Workshop

Step 12: Submit Pre-Agreement Materials–December 16, 2024

After grant awards, applicants have two calendar months² to submit pre-agreement documents (checklist provided by grants managers).

Pre-Agreement Attachments

Required before RCO Issues an Agreement: December 16, 2024

- ❑ **Control and Tenure Documentation** (if not already provided). See description above.
- ❑ **Electronic Signature Authorization Form**. This form identifies who must approve and/or who must sign the grant agreement and amendments, so that RCO can appropriately route electronic documents during the life of the project.
- ❑ **Milestone Worksheet**. This is a timeline for project implementation. Select and complete the worksheet for the project type. The earliest start date is January 1, 2025, provided all pre-agreement materials are on file with RCO.
 - [Acquisition Project](#)
 - [Combination Project](#) (acquisition and development)
 - [Development Project](#)
- ❑ **Waiver of Retroactivity, Option or Purchase Agreement** (combination projects only). Projects with an acquisition and development component must secure the property within ninety days of the grant award. This may be accomplished with a Waiver of Retroactivity that provides for buying the property before executing a grant agreement, by being in escrow pending grant approval, or by having a signed option or purchase and sale agreement that will be executed within the ninety-day period. Consult with the grants manager to determine the best option for a combination project.

Step 13: Agreements Issued–January to March 2025

Once pre-agreement documents have been received, RCO works with the applicant to develop key deliverables and milestones based on the proposed project scope, and then issue a grant agreement before work begins. The applicant must return the signed agreements within three calendar months.³

²Washington Administrative Code 286-13-040

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To-Dos

- Review the Grant agreement.** A [sample grant agreement](#) can be found online; the actual grant agreement for COAF will remove elements that are not relevant to the COAF grant program or project type.
- Review the following RCO policy manuals: [Manual 7: Long-Term Obligations](#) and [Manual 8: Reimbursements](#). These manuals are for funded projects.

Step 14: Project Implementation

Once the grant agreement is signed, the applicant, now referred to as a project sponsor, may begin the project implementation phase, according to the terms of the grant agreement. The sponsor must complete the project promptly. RCO may terminate a project that does not meet critical milestones in the grant agreement.

To Dos

- Review the Successful Applicant Workshop materials on the RCO website.
- Begin project implementation quickly and aggressively to show measurable progress towards meeting the milestones.
- A cultural resources survey or other review may be required before project implementation.
- Request a RCO Notice to Proceed before beginning ANY construction or ground disturbing activities. This includes things like demolishing structures, grading, site preparation, digging holes for fencing, installing utilities, etc.
- Submit reimbursement requests at least once each year.⁴
- Submit progress reports at intervals as designated by the RCO grant agreement milestones.
- If a time extension is needed, the sponsor must submit a written request at least sixty days before expiration of the grant agreement.

Updated May 23, 2024.

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