

Manual 30

Planning for Recreation Access

April 2026



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At a Glance

Planning for Recreation Access Program

Purpose

The program provides grants to help underserved communities plan for outdoor recreation opportunities.

Who may apply?

- Cities and towns
- Counties
- Native American Tribes
- Special purpose districts
- Qualified nonprofit organizations

Is a plan required?

No

When are applications due?

July 15, 2026

When are grants awarded?

November 2026 estimated

What types of projects are eligible?

Planning

What activities are eligible?

- There are two project options: Parks, recreation, and open space (PROS) planning or site-specific outdoor recreation planning. PROS planning guides the acquisition, development, and programming across an entity's service area.

- Site-specific planning may include a range of pre-construction planning including architectural and engineering work, conceptual planning, feasibility studies, site surveys, and more.

What costs are eligible?

- Contract services for eligible activities
- Permitting
- Project administration
- Staff time, including salaries and benefits

What are the grant limits?

- PROS planning: \$125,000
- Site-specific planning: \$200,000

How much match must the project sponsor contribute?

No match is required.

How is the project evaluated?

RCO staff score written responses for PROS planning and an advisory committee scores written responses for site-specific planning. RCO staff score all objective criteria.

What's new this year?

- Adjusted the grant limits
- Updated the evaluation process and criteria

Section 1: Introduction

This section covers the following:

- ✓ The Planning for Recreation Access Program
- ✓ Recreation and Conservation Office
- ✓ Who makes decisions
- ✓ Where to get information
- ✓ Grant process and timeline

Planning for Recreation Access Program

The Planning for Recreation Access (PRA) grant program was created in 2021 when the Washington State Legislature allocated funding in the capital budget to provide grants for recreation planning in communities that lack access to the outdoors. PRA grants help underserved communities define their recreation needs and develop plans to improve access. This program aims to support community involvement in recreation planning at all scales.

Priority Communities

This program is intended to provide communities with the planning resources necessary to be successful in future funding efforts. Planning for many types of outdoor recreation are eligible including efforts related to developing local parks, trails, water access, community forests, boating, community athletics, and more.

The PRA grant prioritizes projects that address recreation access gaps in the following:

- Racially diverse neighborhoods in dense urban areas
- Small, rural communities

In addition, the program prioritizes applicants who have not recently received a recreation development grant greater than \$50,000.

Facilities Must be Open to the Public¹

Planned facilities must be open to the public for recreational purposes. "Open to the public" means that, once operational, the public will have regular access to and use of the grant-funded project area at reasonable hours and times. 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, school-sponsored activities, or the nonprofit organization's business hours, but it must be available for use by the public at all other times. Adequate signs must be posted to identify when the facilities are available for use by the public.

Recreation and Conservation Office

PRA is administered by the Recreation and Conservation Office (RCO), which is a small state agency that manages multiple grant programs to create outdoor recreation opportunities, protect the best of the state's wildlife habitat and working lands, and help return salmon and orca from near extinction.

Manual Authority

This program was developed under the authority of the 2021-2023 Capital Budget and has been approved by the RCO director under the authority granted in the Revised Code of Washington 79A.25.020 and Washington Administrative Code 286-04-060.

Who Makes Decisions

Staff Decisions

Staff review the grant applications to ensure they are complete, the projects are eligible to compete, and the applicants are eligible to apply. Staff also evaluate and score PROS planning applications to create a ranked list of projects for the RCO director to consider and the objective criteria for site-specific planning applications. Finally, staff make routine grant management decisions about billings, reports, minor scope changes, short time extensions, and more.

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

Advisory Committee Decisions

The advisory committee evaluates grant applications for site-specific planning and scores them to create a ranked list for the director to consider. The advisory committee also may review proposed program policies and criteria changes, and sometimes makes recommendations to the director about scope changes and how funding should be distributed.

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 approving cost increases, to terminating the agreement.

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
Washington Telecommunications
Relay Service: Call 711

[Website](#)

Mailing Address

PO Box 40917
Olympia, WA 98504-0917

RCO staff are available to answer questions about this manual and grant program. Please feel free to call. Contact information, manuals, forms, and most other materials referenced in this manual are available on the [PRA grant web 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.

- *Manual 2: Planning Guidelines*
- *Manual 4: Development Projects*
- *Manual 8: Reimbursements*

Alternative Format

To get this manual and other publications in an alternative format, please contact the RCO communications office at the mailing address above, by calling 711 for the Washington Telecommunications Relay Service for the hearing and speech impaired, or emailing [RCO Communications](#).

Grant Process and Timeline

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

Application Workshop. At the start of the application period, RCO conducts a virtual workshop to provide information about the grant program.

Entering an Application. To enter an application, the 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 PRISM 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. Learn more about [PRISM's components and technical requirements](#).

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 a proposal is eligible, and may visit the project site to discuss site-specific details.

Application Submission. The application includes the data entered into PRISM and all required attachments. The applicant must *submit* the application before the deadline, found on the RCO website. The *Check 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 Review. RCO staff and the advisory committee review applications to ensure proposed scope and costs are eligible, identify any issues of concern, and seek clarification from applicants. The applicant then may make changes to the proposal, if needed. The applicant must complete all changes and resubmit the application by the technical completion deadline. Any challenges to objective criteria scores must be submitted in PRISM in writing during the technical review period.

Technical Completion Deadline. RCO establishes a technical completion deadline by which the application must be complete. After this date, the applicant cannot make changes.

Project Evaluation. For PROS planning applications, RCO staff score written responses and objective criteria. For site-specific planning applications, an advisory committee comprised of community volunteers scores written responses, while RCO staff score objective criteria. Then, final scores are tabulated, and ranked lists are provided to the director for funding consideration. RCO staff post the ranked list on RCO's website.

Director Awards Grants. The RCO director considers the ranked lists and makes the final grant awards.

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

Successful Applicant Workshop. After the RCO director approves funding, RCO conducts a virtual workshop for successful grant applicants. This workshop covers the 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, and closing project procedures.

Project Implementation. The sponsor must complete the funded project promptly. For this reason, RCO staff, with sponsor assistance, establish a timeline for project completion, including milestones and a project completion date. The milestones for project implementation should ensure timely completion as follows:

- PROS planning projects 1½-2 years
- Site-specific planning projects 1½-2 years

The applicant must scope the project so that funds can be spent before the end of the grant agreement.

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

- Adhere to the project implementation milestones and communicate with RCO staff about any issues or possible delays.
- Begin project implementation quickly to show measurable progress toward meeting milestones.
- Submit a reimbursement request at least once a year.
- Submit progress reports at intervals as designated by the RCO grant agreement.

Extensions

The director may approve a project extension. Requests must be in writing and submitted to RCO at least sixty days before the project's completion date. 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.

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. If the bill and documentation are not submitted within six months of the end date in the agreement, the RCO director may terminate the agreement without payment.

Section 2: Policies

This section covers the following:

- ✓ Eligible applicants
- ✓ Eligible projects
- ✓ Eligible activities and costs
- ✓ Cultural resources requirements
- ✓ Control of the land
- ✓ Other things to know

Eligible Applicants

- Cities, counties, and towns
- Special purpose districts such as parks and recreation, port, conservation, or school districts
- Native American Tribes
- Qualified nonprofit organizations

Requirements for 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 for at least three years.

- 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.

Eligible Projects

Parks, Recreation, and Open Space (PROS) Planning

Planning that develops a long-range or comprehensive parks, recreation, and open space plan, also called a PROS plan, is eligible. A PROS plan assesses existing lands and facilities, gathers diverse public input and perspectives, and analyzes demand and needs to inform strategic acquisition, development, and programming goals across an entity’s service area.

The planning process should engage everyone who likely will be affected by the plan. This may include residents, community groups, recreation providers and users, land managers, and especially those underserved by recreation opportunities. Gathering diverse perspectives is a critical step to ensure the plan will be beneficial and address community needs.

See *RCO Manual 2: Planning Guidelines* for additional details on long-range parks and recreation planning.

Site-Specific Planning

A range of site-specific, pre-construction planning activities are eligible. Site-specific plans should reflect community needs and help increase the availability of outdoor recreation resources. This can include, but is not limited to, architectural and engineering pre-design, design, or construction-ready plans or bid documents, conceptual site plans, feasibility studies, alternatives assessments, cultural resources surveys, environmental assessments, or permitting.

Site-specific projects must plan for outdoor recreation facilities and activities that are eligible in another RCO grant program. The list below provides examples of typical eligible facilities, although rules vary by grant program. RCO encourages the applicant to consult specific grant program manuals for more detailed information.

- Boating facilities
- Camping areas
- Community gardens
- Fishing and hunting facilities
- Interpretive, observation, and sightseeing areas
- Outdoor aquatic and swimming facilities
- Picnic facilities
- Play areas
- Shooting ranges
- Sports or athletic facilities
- Trails
- Winter sports facilities

Eligible Activities and Costs

The following activities and associated costs are allowed in the PRA grant program.

PROS Planning

A final PROS plan should include the following elements:

- **Goals and Objectives.** Creation of goals and objectives based on experience, inventory, and public involvement to support the organization’s parks and recreation mission.
- **Inventory.** Development of a parks and recreation inventory for the planning area. This includes a description of the physical setting and conditions of the planning area, reports on the supply, condition, and capacity of existing recreational facilities, and information on the projected annual maintenance and operational costs for each site.
- **Public Involvement.** Diverse outreach and engagement of the public using multiple methods to document recreation opportunities and needs. This includes, but is not limited to, digital surveys, meetings, workshops, event tabling, or focus groups. Questions about detailed outreach costs may be directed to the RCO grants manager.
- **Demand and Need Analysis.** An analysis of the demand and need for recreation in the planning area. This includes collection of detailed demographic information to guide decision-making, spatial analysis to

identify gaps in parks, open space, and/or facility access, as well as level of service analyses to understand current and future facility needs relative to national standards.

- **Capital Improvement Plan.** Creation of capital improvement plans for the planning period. This includes project-level cost estimates, prioritization, estimated completion dates, and proposed funding sources.

Site-Specific Planning

- **Architectural and engineering services** and consultants to prepare documents for obtaining bids and awarding and preparing contracts for construction, including the following:
 - Preparation of site plans, from schematic to final drawings, including conceptual plans in some grant programs.
 - Design services that include normal architectural, structural, civil, mechanical, and electrical design work.
- **Consultant services**, including studies and data collection surveys of the site.
 - Specialty consultant services used in addition to basic architectural and engineering, such as expertise required to meet a special permitting requirement.
- **Environmental site planning**, including environmental impact statement costs.
- **Surveys** such as cultural resources surveys or those needed for architectural design, including boundary surveys, wetland delineation, geo-tech surveys, etc.
- **Permits**, including staff time, to obtain permits to meet such requirements as the National Environmental Policy and State Environmental Policy Acts.
- **Establishing control of land.** Costs to establish a lease, shared-use agreement with a landowner, or other mechanism to establish control and tenure.

Additional Eligible Costs

- **Legal opinion.** Services to produce a first-time applicant legal opinion to meet eligibility requirements of other RCO grant programs.
- **Project administration.** Services consisting of consultation, procurement, meetings, correspondence, progress reports, design review conferences, administrative functions, and reimbursements.

Ineligible Activities and Costs

RCO will not reimburse a sponsor for costs not directly related to planning, pre-design, or technical assistance of public outdoor recreation facilities. The following are not reimbursable:

- Planning or design of facilities that meet any of the following criteria:
 - Are not eligible in other RCO grant programs
 - Do not provide access to the public
 - Are facilities unlikely to lead to eventual capital development
 - Consist of multiple sites (for site-specific planning projects only)
- Costs not directly related to implementing the proposed project, such as indirect and overhead charges or event costs unrelated to the project
- Costs incurred before the start date of the grant agreement
- Purchase of equipment, installation, or construction

Cultural Resources Requirements

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, that use federal funds, or require a federal permit.

PROS Planning

For RCO projects that only involve PROS planning, RCO does not require cultural resources review of the project. If the project does include planning for site-specific ground disturbance, demolition, or construction, these activities will require cultural resources review following the process outlined in the "Site-Specific Planning" section below.

Site-Specific Planning

As PRA is a state-funded program, RCO will facilitate review of these projects under the Governor's executive order. Federal agencies facilitate review if the project requires a federal permit, will take place on federally owned land, or uses federal funds. Federal agencies facilitate review under the National Historic Preservation Act. If the federal review covers the entire RCO project area and all proposed project actions, 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. An applicant should not initiate consultation with either of these groups. The reviews may require the sponsor to conduct cultural resources surveys or may add requirements to the grant agreement.

Budgeting

The applicant should budget for cultural resources work for site-specific PRA projects. The cost of a cultural resources investigation is highly dependent upon the size, scope, and location of the project. RCO encourages the applicant to work with qualified cultural resources professionals to estimate costs. RCO hosts the Association for Washington Archaeology's [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 application.

Important Note: Any required cultural resources investigations or documentation must be complete before the sponsor may start any project activities that have the potential to impact cultural resources. Ground disturbance or demolition started without approval are considered breaches of the grant agreement. Typically, cultural resources approval will be part of the Notice to Proceed.

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. The must provide RCO with documentation of compliance with the Governor's executive order or section 106 before a Notice to Proceed will be issued or acquisition will be paid in full.

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

Control of the Land

An applicant for a site-specific project must have either adequate control of the land covered by the plan or submit documentation acknowledging the landowner's awareness of the project. Adequate control, known as "control and tenure," may be documented in several ways, including showing land ownership, a lease, use agreement, or easement. If the applicant does not have control and tenure, documentation of the landowner's awareness must be submitted before the application deadline. RCO's PRA Landowner Acknowledgement Form or comparable documentation may be used for this purpose.

An applicant for a PROS planning project is not required to have control and tenure.

Other Things to Know

Number of Grant Proposals Allowed

In general, RCO does not limit the number of grant proposals from a single applicant, but an applicant can receive only one PRA grant per grant round.

Multiple applicants may not submit separate applications to complete overlapping scopes of work.

Accessibility

While conducting eligible planning activities, be aware that facilities or elements constructed with RCO grants are required by law 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.

RCO encourages a sponsor 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 Requirements

The project sponsor shall follow current state procurement procedures or the procedures specified in the grant agreement. When buying things, the project sponsor shall provide open and free competition, to the maximum extent practical. Be aware of organizational conflicts of interest. Contractors who develop specifications, requirements, statements of work, invitations for bids, or requests for proposals cannot be hired for the resulting work. A project sponsor receiving federal money also must follow federal laws and regulations.

Planning Requirements

The RCO grant programs below require an applicant to have a PROS or comprehensive parks and recreation plan to receive funding for construction. The PRA applicant should consider whether RCO funding could help with construction and if so, should consider using a PRA grant to develop a long-range parks plan if one doesn't exist already.

- Boating Facilities Program
- Land and Water Conservation Fund

- Nonhighway and Off-road Vehicle Activities Program
- Washington Wildlife and Recreation Program

More information about planning requirements is found in *Manual 2: Planning Guidelines*.

Applicant Eligibility for Future Phases

Nonprofit organizations and school districts, who may not be eligible in other RCO grant programs that fund construction, may wish to consider partnering with applicants who are eligible for development grants. Establishing partnership documentation or legal opinions to apply for future RCO grants may be an eligible PRA project cost.

Site-Specific Planning and Future Match

In some cases, activities funded through PRA site-specific planning may be eligible as match for future project phases in other RCO grant programs. See the "Pre-Agreement Costs" section of *Manual 4: Development Projects*.

Public Disclosure Rules

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

Additional Rules and Instructions

RCO 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.

Section 3: Money Matters

This section covers the following:

- ✓ Grant limits
- ✓ Matching share
- ✓ Cost increases
- ✓ Other requirements and things to know

Grant Limits

- **PROS Planning:** The maximum grant request is \$125,000.
- **Site-specific Planning:** The maximum grant request is \$200,000.

Matching Share

Grant recipients are not required to contribute matching resources.

Cost Increases

Cost increases for approved projects may be granted by the director if financial resources are available. Each cost increase request must be received in writing and will be considered on its merits.

Other Requirements and Things to Know

State Vendor Number

The project sponsor must have a statewide vendor number to receive payments. The sponsor 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 must be billed in PRISM. The sponsor must bill RCO at least once during the state's fiscal year (July 1 to June 30) if project expenditures have been paid, but can bill as frequently as once a month, if desired. RCO will pay a reimbursement request within thirty days of receiving a properly completed bill. An incomplete billing will be returned.

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.² If final documentation is not submitted within six months of the end date in the agreement, RCO may terminate the agreement without payment.

Records

The sponsor 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 about audits, record retention, and documents required for reimbursement.

²Washington Administrative Code 286.13.040(7)

Audits

All records relevant to the project must be on file with the grant sponsor 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 RCO.

Section 4: Project Evaluation

This section covers the following:

- ✓ How project evaluation works
- ✓ Evaluation criteria

How Project Evaluation Works

Project evaluation involves the RCO director setting the evaluation criteria and process.

The RCO director appoints two groups of people to evaluate applications: an advisory committee to evaluate site-specific grant proposals and RCO staff to evaluate PROS grant proposals. In recruiting members for these teams, the director seeks to appoint people who possess a statewide perspective and are recognized for their experiences and knowledge of outdoor recreation in Washington.

The applicant prepares written responses to address the evaluation criteria. Advisory committee members and staff evaluators individually review the written responses and summary application materials then score the project.

At the same time, RCO staff score the objective sections of the application, such as the applicant grant history. Staff scores are based on information from RCO's PRISM database and the state Office of Financial Management.

Scoring is confidential. The advisory committee's and staff's scores are combined for an application's total evaluation score. The resulting ranked lists are the basis for funding recommendations to the RCO director.

Ranking

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

Evaluation Criteria

PROS Planning

PROS planning creates a community vision and a timeline of events to inform strategic actions. Developing a long-range plan will improve future project outcomes and demonstrate public support for community programs and grant proposals. Through evaluation criteria, PRA prioritizes projects from applicants who have faced barriers to recreation planning in the past and who lack internal planning resources.

Evaluation Criteria Summary

Criteria	Points
Scored by Advisory Committee	
1. Need	15
2. Opportunity for Success	10
3. Planning Capacity	10
Scored by RCO	
4. Applicant Grant History	4
Total	39

Detailed Evaluation Criteria

- 1. Need.** Describe the community's need for a PROS plan. A complete response should address the following:
 - **Planning History.** Describe any previous long-range recreation or PROS planning efforts in the planning area. If recreation planning has been done before, how long has it been since the plan was meaningfully updated? Has the applicant experienced barriers to PROS planning?

- **Timing.** Why is this the right time for long-range recreation planning? Is the applicant aware of any unmet recreation needs in the community?

▲ Point Range: 0-10 points, which are multiplied later by one and a half.

2. **Opportunity for Success.** What has been done to gain support for PROS planning in the applicant’s organization and community? A complete response should address the following:

- **Internal Commitment.** What is the level of awareness and commitment in the applicant’s organization to undergo PROS planning? How has that commitment been demonstrated? As applicable, consider the buy-in of the parks director, city administrator, public works director, executive director, Tribal council, governing bodies, etc.
- **Community Interest.** Describe the general level of awareness and interest in the community to participate in the PROS planning process?

▲ Point Range: 0-10 points

3. **Planning Capacity.** Describe the planning capacity or lack thereof in the applicant’s organization, jurisdiction, or Tribe, including whether the applicant has access to dedicated planning staff.

▲ Point Range: 0-10 points

4. **Applicant Grant History.** Has the applicant received a recreation development grant of more than \$50,000 from RCO in the past?

▲ Point Range: 0-4 points

- | | |
|----------|---|
| 0 points | Applicant has received a recreation development grant of more than \$50,000 from RCO in the past five years. |
| 2 points | Applicant has received a recreation development grant of more than \$50,000 from RCO in more than five but less than ten years. |
| 4 points | Applicant has not received a recreation development grant of more than \$50,000 from RCO in ten or more years. |

Site-Specific Planning

Site-specific plans should reflect community needs and help increase the availability of outdoor recreation resources. This can include, but is not limited to conceptual site plans, architectural and engineering pre-design, design, or construction ready plans or bid documents, feasibility studies, alternatives assessments, cultural resources surveys, environmental assessments, or permitting. These activities help move projects closer to being ready for development.

Evaluation Criteria Summary

Criteria	Points
Scored by Advisory Committee	
1. Need	20
2. Opportunity for Success	20
3. Engagement and Partnerships	20
Scored by RCO	
4. Low Income	5
5. Low Density	5
6. High Density	5
7. Applicant History	4
Total	79

Detailed Evaluation Criteria

1. Need. Describe the need for a new or improved outdoor recreation facility, how the need is known, and why existing amenities in the service area do not satisfy the need. A complete response should address the following:

- A basic inventory and condition of relevant outdoor recreation opportunities in the service area.
- Description of gaps in access, opportunity, or service delivery.
- How the need for this project has been identified and prioritized.

▲ Point Range: 0-10 points, which are multiplied later by two.

2. Opportunity for Success

- How will the planning effort help to close gaps described above and increase or improve recreation access?
- If the applicant does not control the land, describe any discussions or formal agreements that have occurred with the landowner.

▲ Point Range: 0-10, which are multiplied later by two.

3. Engagement and Partnerships. RCO encourages the applicant to use a variety of methods to gather input on the project and to form partnerships when available. How have or how will those most impacted by the project be engaged? A complete response will address the following:

- Methods that have been or will be used and the populations engaged, including underserved populations and/or Native American Tribes. Describe the significance of that participation in the local community.
- Describe any partnerships that are supporting the project whether through financial, in-kind, project delivery, or other means, and the significance of the partnerships in the local community.

▲ Point Range: 0-10, which are multiplied later by two.

4. Low Income. Is the project in a census block group with a median household income lower than the county median?

▲ Point Range: 0 or 5 points

Yes 5 points

No 0 points

5. Low Density. Is the project in a census block group with a population density of twenty-five or fewer people per square mile?

▲ Point Range: 0 or 5 points

Yes 5 points

No 0 points

6. High Density. Is the project in a census block group with a population density of five hundred people or more per square mile?

▲ Point Range: 0 or 5 points

Yes 5 points

No 0 points

7. Applicant Grant History. Has the applicant received a recreation development grant of more than \$50,000 from RCO in the past?

▲ Point Range: 0-4 points

0 points Applicant has received a recreation development grant of more than \$50,000 from RCO in the past five years.

2 points Applicant has received a recreation development grant of more than \$50,000 from RCO in more than five but less than ten years.

4 points Applicant has not received a recreation development grant of more than \$50,000 from RCO in ten or more years.