

Manual 17

Youth Athletic Facilities

March 2016

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At a Glance

	Provides grants to buy land and renovate outdoor athletic facilities serving youth.
Purpose	The program priority is to enhance facilities that serve people through the age of 18 who participate in sports and athletics. While the program focus is for youth athletics, funding facilities that serve adult athletics in addition is strongly encouraged.
Who may Apply?	<ul style="list-style-type: none"> • Cities • Counties • Park districts • Native American tribes • Qualified nonprofit organizations
Is a Plan Required?	No
What Types of Projects are Eligible?	<ul style="list-style-type: none"> • Renovation of athletic facilities (called development in the application process) • Land acquisition • Combined land acquisition and renovation
What Kind of Athletic Facilities?	Athletic fields (baseball, football lacrosse, rugby, softball, soccer), skating rinks, sports courts (basketball, handball, tennis, volleyball), sports facilities (BMX track, golf course, track and field), and swimming pools
What are the Grant Limits?	\$25,000 to \$250,000
	50 percent for each project, meaning you must contribute the same amount as your grant request.
What Must I Contribute?	Exceptions: Match may be waived for communities renovating YAF facilities in federal disaster areas declared on or after July 1, 2013.

	Communities renovating YAF facilities in the boundary of a school where 80 percent or more of the students qualify for free or reduced lunches must provide only 25 percent match.
How is my Project Evaluated?	RCO reviews the application for eligibility, completeness, and clarity. An advisory committee reviews your written answers to the evaluation questions then scores and ranks your projects.
When are Applications Due	May 2, 2016
When are Grants Awarded?	June 2017
What are Typical Projects?	<ul style="list-style-type: none"> • Outdoor athletic fields, such as baseball, field hockey, football, lacrosse, rugby, soccer, and softball • Outdoor sport courts such as tennis, basketball, handball, bocce, and ice hockey • Pools for competitive events • Areas associated with track and field events • "In bounds" items such as playing surfaces, goals, nets, bases, pitching mounds, fences and backstops for softball and baseball, irrigation, drainage, and field lighting • Support elements such as landscaping, restrooms, drinking fountains, bleachers, bike racks, scoreboards, signs, roads, driveways, fire lanes, and parking lots
What is Ineligible?	<ul style="list-style-type: none"> • Indoor facilities (gyms, courts, pools, ice rinks, etc.) • Construction of new athletic facilities • Mobile surface irrigation systems or supplies • Operation and maintenance costs • Projects that include only "out of bounds" elements • Any facility intended primarily for professional sport • Project intended to benefit only a school district's or nonprofit organization's facility needs • Consumable supplies (paint, chalk, light bulbs, fertilizer, toilet paper, etc.) • Concession buildings • Elements that cannot be defined as fixtures or capital items (balls, cones, bats, etc.) • Costs not directly related to implementing the project such as indirect and overhead charges or unrelated mitigation • Purchase of maintenance equipment, tools, or supplies • Properties acquired by a condemnation action of any kind
What's new this year?	Grant application process has changed and letters of intent are required.

Section 1: Introduction

In this section, you'll learn about:

- ✓ The Youth Athletic Facilities program
- ✓ Recreation and Conservation Funding Board
- ✓ Grant process and timeline

The Youth Athletic Facilities Program

Program Purpose¹

The Youth Athletic Facilities (YAF) grant program provides money to purchase land and renovate outdoor athletic facilities serving youth.

An athletic facility is an outdoor facility used for playing sports or participating in competitive athletics and excludes playgrounds, tot lots, vacant lots, open or undeveloped fields, and open areas used for non-athletic play.

The program priority is to enhance facilities that serve people through the age of 18 who participate in sports and athletics. Compatible, multi-generation use, including amateur adult use, of facilities funded through this program is strongly encouraged. To achieve multi-generation use, applicants may submit proposals for facilities sized for adults, but which primarily serve youth.

Facilities must be Open to the Public²

The facility funded with a YAF grant must be open to the public for youth or community athletic purposes.

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

²Recreation and Conservation Funding Board Resolution 2003-24 and 2015-02

Open to the public means that the facility is available for enjoyment by the general public for the facility's intended purpose when it is not scheduled for games or practice. For example, a family may drop in and play softball on a field if it is not scheduled for use. 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, during school-sponsored activities, or the nonprofit organization's business hours, but it must be available for use for competitive play and practice or for the general public's use at all other times.

Adequate signs must be posted to identify when the facilities are available for use by the general public. Temporarily closing athletic facilities for maintenance or during the off-season is allowed. Use of YAF-funded facilities by sports leagues and other competitive organizations is allowed as long as the organization is open to the general public for registration and the organization does not discriminate as described below in the section on eligible applicants. Competitive sports organizations may charge a fee to participate in their activities and select participants based on skill level.

Recreation and Conservation Funding Board

YAF is administered by the Recreation and Conservation Funding Board, which is a governor-appointed board composed of five citizens and the directors (or designees) of three state agencies – Department of Fish and Wildlife, Department of Natural Resources, and Washington State Parks and Recreation Commission.

The Recreation and Conservation Office (RCO) supports the board. RCO 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 farmland, and help return salmon from near extinction.

Manual Authority

Authority for the policies in this publication is found in Revised Code of Washington 42.56.040 of the Public Records Act. The Recreation and Conservation Funding Board adopted these policies in a public meeting and the RCO director approved the manual under the authority granted in Washington Administrative Code 286-04-060. This manual contains the procedures and guidelines RCO uses to implement the YAF program. The footnote references are to statutes, Washington Administrative Codes, and board policy resolutions. Contact RCO to learn how to get copies of board resolutions.

Who Makes Decisions

The Recreation and Conservation Funding Board makes the final decisions although some decisions it has delegated to the agency director.

Board Decisions

The following list summarizes many project decisions that are made by the Recreation and Conservation Funding Board in a public meeting or by a subcommittee of the board. Each is in accord with statutes, rules, and board policies.

- Initial grant approval.
- A project cost increase of more than 10 percent of the project total in the project agreement for board-funded projects. Cost increases are allowed only in certain grant programs. Review the cost increase information in this manual for more details.
- A "conversion" that changes the project site or how the site is used from that described in the project agreement and "Deed of Right" or "Assignment of Rights." See RCO's *Manual 7, Long-Term Obligations*.
- A significant reduction in the project's scope after receiving a grant. Typically, the board will make decisions about scope reductions if the RCO director thinks the project's evaluation score would have been different with the reduced scope. Not included are changes that do not modify significantly the way the public uses a facility, the intended opportunity, or restoration objective funded.
- Changes in policy; for example, establishing new grant limits or eligible expenditures.
- Time extensions beyond 4 years of the initial grant award.

Director Decisions

The RCO director, or designee, makes many project decisions based on rules and board policies. The range of decisions includes authorizing payments to approving cost increases to terminating projects.

A project sponsor may request that the Recreation and Conservation Funding Board reconsider a decision made by the director. To request reconsideration, the project sponsor must send a letter to the board chair at least 60 calendar days before a board meeting. The request is added to the board's meeting agenda and the project sponsor then may address the board at the meeting. The board's decision is final.

Where to Get Information

Recreation and Conservation Office
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1111 Washington Street Southeast
Olympia, WA 98501
E-mail: info@rco.wa.gov

Telephone: (360) 902-3000
FAX: (360) 902-3026
TTY: (360) 902-1996
Web site: www.rco.wa.gov

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.

Other Related Grant Manuals You'll Need

The manuals below provide additional information for grants and are available on the RCO Web site. Each can be made available in an alternative format.

- *Manual 3, Acquisition Projects* at www.rco.wa.gov/documents/manuals&forms/Manual_3_acq.pdf
- *Manual 4, Development Projects* at www.rco.wa.gov/documents/manuals&forms/Manual_4.pdf
- *Manual 7, Long-term Obligations* at www.rco.wa.gov/documents/manuals&forms/Manual_7.pdf
- *Manual 8, Reimbursements* at www.rco.wa.gov/documents/manuals&forms/Manual_8-reimbursement.pdf

Grant Process and Timeline

RCO offers grants in even-numbered years, in conjunction with the state budget. The grant process, from application to grant award, spans 18 months, and is outlined below. While the order of the steps in this process remains consistent, for precise dates, visit the RCO Web site.

Even-numbered Years

Webinars. RCO conducts workshop Webinars (online meetings) in the winter or early spring to provide information about the grant programs offered that year.

Entering Applications. Applicants log into PRISM Online and select the “Get Started/Start a New Application” button to enter grant application information. RCO uses this information to assign an outdoor grants manager. This grants manager guides applicants through the process, reviews application materials, helps determine whether proposals are eligible, and may visit the project site to discuss site-specific details.

Applications Due. Applications are due in early May of even-numbered years.³ 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 returned unless RCO’s director has approved a late submission in advance.

Technical Reviews. Grants managers review the applications to ensure they are eligible, identify any issues of concern, and provide feedback on the strengths and weaknesses of each proposal. Applicants then can make changes to improve the projects, if needed. Applicants must complete all changes by the technical completion deadline.

Technical Completion Deadline. RCO establishes a technical completion deadline by which applicants must make all changes to their applications. After this date, applications are in their final form and applicants will not be able to make any further changes. RCO will score applicable evaluation questions as of this date.

Board Submits Biennial Budget Request. The Recreation and Conservation Funding Board submits to the Governor a recommended funding amount for the next biennium for the YAF.

Project Evaluation. An advisory committee reviews each grant application and the applicant’s written responses to the evaluation questions and scores each proposal against a set of questions approved by the Recreation and Conservation Funding Board.

Post-Evaluation Conference. After project evaluations, RCO staff tabulate the scores and share the results with the advisory committee. The committee discusses the preliminary ranked list and the application and evaluation processes. The public may join this advisory committee conference call; however, to ensure a fair and equitable process, guests may not testify. Shortly after the conference call, staff post the preliminary ranked lists on RCO’s Web site. The resulting ranked list of projects is the basis for the funding recommendation to the Recreation and Conservation Funding Board.

Board Approves Project List. In an open public meeting, the Recreation and Conservation Funding Board considers the recommendations of the advisory committee, written public comments submitted before the meeting, and public testimony at the

³Applications are due at least 4 months before the Recreation and Conservation Funding Board approves funding (Washington Administrative Code 286-13-040).

meeting. The board then approves the list of projects. Applicants are cautioned that the board's approval of the project list is not the same as funding approval.

Governor 's Budget. The Governor's capital budget request to the Legislature may include funding for YAF. The Governor may choose to approve the list of projects for Legislative consideration.

Odd-numbered Years

Legislature Approves the Budget. When it develops the state capital budget, the Legislature considers funding the YAF. In addition to approving funds for the program, the Legislature may choose to approve the list of projects eligible for funding.

Proof of Matching Funds. Applicants must provide proof of the availability of matching funds by the match certification deadline, which is at least 1 calendar month before board approval of funding.⁴ For projects with land acquisition, applicants must provide the preliminary title report by the match certification deadline.

Board Approves Funding. After the Legislature and Governor approve the capital budget, the Recreation and Conservation Funding Board approves the list of projects and the final grant awards, in an open public meeting after considering the recommendations of the RCO director, advisory committee, written public comments submitted before the meeting, and public testimony at the meeting. Applicants are encouraged, but not required, to attend.

Pre-agreement Materials. Applicants have 2 calendar months to submit pre-agreement documents (checklist provided by grants managers).⁵ RCO staff then prepare and issue the grant contracts, called project agreements. Applicants must return the signed agreements within 3 calendar months from the date RCO sends the agreements to the applicants for signature.⁶ Once the agreements are signed, the applicants, now referred to as sponsors, may begin their projects, according to the terms of the project agreements. Each agreement will be written and monitored for compliance by RCO staff. See *Manual 7, Long-term Obligations* for more information.

Successful Applicants' Webinar. After the Recreation and Conservation Funding Board approves funding, RCO hosts a Webinar for successful grant applicants. This Webinar covers the following items:

- Project sponsor responsibility for compliance with the terms of the project agreement.

⁴Washington Administrative Code 286-13-040

⁵Washington Administrative Code 286-13-040

⁶Washington Administrative Code 286-13-040

- Amending the project agreement to address project changes, time extensions, scope modifications, special conditions, and cost increases.
- Land acquisition, including tools developed to assist applicants through the acquisition procedures.
- Development and restoration, including construction plans and specifications, accessibility requirements, cultural resources, and bid procedures.
- Planning, including deliverables and reporting requirements.
- Project implementation, including meeting milestones, permitting, submitting progress reports, inspections, valuing donations, using RCO's online resources for understanding billing procedures, project close-out, and long-term compliance.

Ongoing

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

- Submit only projects that will be completed within 4 years of the grant award.
- Provide assurances that the project can be completed within a reasonable time, which does not exceed the implementation period approved by the Recreation and Conservation Funding Board.
- Develop milestones for project implementation that does not exceed 4 years.
- Begin project implementation quickly and aggressively to show measurable progress towards meeting project milestones.
- Submit progress reports at intervals as designated by the RCO project agreement.

RCO may terminate projects that do not meet critical milestones established in the project agreement.

Project Completion. When a project is completed, sponsors have 90 days to submit the final bill, final report, and supporting documents needed to close the project. If the bill and documentation are not submitted within 6 months of the end date within the agreement, the Recreation and Conservation Funding Board may terminate the project without payment.

Section 2: Policies

In this section, you'll learn about:

- ✓ Eligible applicants
- ✓ Eligible project types
- ✓ Eligible and ineligible project activities
- ✓ Long-term obligations and other policies

Eligible Applicants

Eligible Applicants⁷

Only cities, counties, park districts,⁸ Native American tribes,⁹ and qualified non-profit organizations are eligible to apply.

Applicant Requirements

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 non-profit corporation.
- Has been active in youth or community athletic activities for a minimum of 3 years.
- Does not exclusively use the facilities paid for through this program. The organization must allow public access to the facility funded. See “Program Purpose” in Section 1 for a definition of what it means to provide public access.

⁷Recreation and Conservation Funding Board Resolution 2003-24 and 2015-02

⁸Established by Revised Code of Washington 35.61, 36.68, or 36.69.

⁹Native American tribes as recognized by the Governor’s Office of Indian Affairs.

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

Legal Opinion for First Time Applicants¹⁰

The Recreation and Conservation Funding Board 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 expend public funds, including funds from the Recreation and Conservation Funding Board;
- Contract with the State of Washington and the United States of America;
- Meet any statutory definitions required for Recreation and Conservation Funding Board grant programs;
- Acquire and manage interests in real property for public outdoor recreation purposes;
- Develop and provide stewardship for structures or facilities eligible under Recreation and Conservation Funding Board rules or policies;
- Undertake planning activities incidental thereto; and
- Commit the applicant to statements made in any grant proposal.

Note that the legal opinion is required only once to establish eligibility in the YAF program.

Eligible Project Types

Renovation Projects¹¹

A renovation project is a project intended to improve an existing site or structure in order to increase its useful service life beyond original expectations or functions. A renovation project does not include maintenance activities to maintain the facility for its originally expected useful service life.

A renovation project retains the original playing capacity or adds playing capacity to an athletic facility by:

¹⁰Recreation and Conservation Funding Board Resolution 2015-02

¹¹Recreation and Conservation Funding Board Resolution 2015-02

- **Changing use.** Changing the athletic facility from one type to another to meet community priorities. Example: Changing an unused or underused outdoor tennis court to a high-demand outdoor basketball court.
- **Extending use.** Extending time of use or season of use. Example: Adding new lights to an existing field to allow scheduling of evening games. Example: Changing field surface types to allow more games per season or extending the number of seasons.
- **Expanding size.** Expanding the physical size of an existing athletic facility to accommodate new or extended types, seasons, or hours of athletic use resulting in more games or events and use by more players. Example: Lengthening the outfield and base path dimensions of a youth-size softball field to accommodate broader community uses. Example: Reorienting a softball field so it can accommodate another athletic activity such as soccer.
- **Retaining Size.** Continuing or retaining the original design and capacity of a facility to bring it to, or keep it at, an accepted standard of safe use without changing or extending use or expanding the size of the facility. In other words, the project will result in a better facility with no additional capacity. Grants may not be used for day-to-day operations or routine maintenance such as cleaning restrooms, mowing lawns, or preparing fields before games.

Eligible Renovation Activities¹²

Eligible renovation projects are those that renovate existing facilities. Renovations are considered a type of development project and complete guidelines are in *Manual 4, Development Projects*.

Elements may include:

- Athletic fields (soccer, baseball, softball, football, lacrosse, etc.).
- Hard court areas (basketball, tennis, pickle ball, covered courts, etc.).
- Drainage and grading.
- Field and court re-surfacing.
- Underground irrigation systems.
- Lighting.

¹²Recreation and Conservation Funding Board Resolution 2015-02

- “In-bounds” amenities (goals, nets, bases, fences, etc.).
- New or renovated “out-of-bounds” amenities that support the athletic facility (restrooms, roads, parking lots, paths, scoreboards, bleachers, landscaping, signs, etc.).
- Addition of accessible facilities and elements.
- Architectural, engineering and administrative costs.

Items “In Bounds” Required¹³

Each application must include items found within the field of play or on the court or track and that are essential for the competitive sport to occur. Such items are referred to as being “in bounds,” and include courts, fields, tracks, pools, and their parts such as goals, nets, bases, pitching mounds, hurdles, jumps, fences, backstops, irrigation, drainage, and field lighting.

Items that are outside the field of play or off the court or track are eligible for funding as long as there is one or more item “in bounds” in the grant application. Such items are referred to as being “out of bounds,” and include scoreboards, bleachers, landscaping, restrooms, parking lots, accessible routes of travel, fire lanes, and landscaping (including shade trees or wind breaks).

Combination Projects¹⁴

Combination projects involve acquisition and facility renovation. Acquiring land is eligible if it is necessary to increase the capacity of an existing facility and if combined with an eligible, in-bounds, renovation element. Acquisition includes buying real property rights such as land, easements, and leases. Acquisition of less than fee interests such as an easement or lease must be for at least 20 years and may not be revocable at will. Properties acquired must be developed within 5 years. Incidental and administrative costs related to acquisitions are eligible.

Additional policies for land acquisition are in *Manual 3, Acquisition Projects*.

To help ensure timely completion of these projects, at least 1 month before the Recreation and Conservation Funding Board considers approving funding, applicants must secure the property by one of the following methods:

- Acquisition under the Waiver of Retroactivity policies and procedures (*Manual 3, Acquisition Projects*).

¹³Recreation and Conservation Funding Board Resolution 2015-02

¹⁴Recreation and Conservation Funding Board Resolution 2015-02

- Have property in escrow pending grant approval. Closing must occur within 90 days after the funding meeting.
- Obtain an option on the property that extends past the Recreation and Conservation Funding Board funding meeting. Execution of the option must occur within 90 days after this meeting.

If the acquisition is for less than fee interest, and if not acquired already by a “Waiver of Retroactivity,” applicants also must provide draft copies of all leases or easements to RCO for review. Execution of the leases or easements must occur within 90 days after the funding meeting.

For acquisitions to remain eligible, applicants and sponsors must follow all of the requirements and procedures outlined in *Manual 3, Acquisition Projects*.

Landowner Acknowledgement of Application¹⁵

As part of any grant application for acquisition of real property, the applicant must demonstrate that the selling landowner is aware of the applicant’s interest in purchasing their property rights. Applicants may meet this requirement by completing one of four options as detailed in *RCO Manual 3, Acquisition Projects*.

Project Scoping¹⁶

Only one park location or site is allowed in each application. Applicants may submit more than one application. Each application may contain one or more eligible activities but must be located at the same park location or site. Each application must stand alone on its own merits with a viable, recreation experience and not be dependent on other projects or future phases of work.

Pre-agreement Costs

RCO will reimburse sponsors for certain allowable expenses incurred before the start date of a project agreement.¹⁷ However, any costs associated with the preparation or presentation of the application are ineligible.

For acquisition projects, most incidental costs incurred before an RCO project agreement may be reimbursed. Land costs are not allowable as a pre-agreement cost unless a waiver of retroactivity has been approved. See [Manual 3, Acquisition Projects](#).

¹⁵Recreation and Conservation Funding Board Resolution 2010-34

¹⁶Recreation and Conservation Funding Board Resolution 2015-02

¹⁷Washington Administrative Code 286-13-085

For renovation projects, costs necessary to get a project to the pre-construction phase (i.e. architecture and engineering, permits) may be reimbursed. No construction costs may be incurred before the agreement start date, unless approved by the Recreation and Conservation Funding Board. See [Manual 4, Development Projects](#) for further information.

Ineligible Project Activities¹⁸

Several sources are used to determine project eligibility. The following project elements are examples of ineligible elements for funding consideration:

- Indoor facilities (gyms, courts, pools, ice rinks, etc.).
- Construction of new athletic facilities.
- Mobile surface irrigation systems or supplies.
- Operation and maintenance costs.
- Projects that include only “out of bounds” elements.
- Any facility intended primarily for professional sport.
- Any project intended to only benefit a school district’s or nonprofit organization’s facility needs.
- Consumable supplies (paint, chalk, light bulbs, fertilizer, toilet paper, etc.).
- Concession buildings.
- Elements that cannot be defined as fixtures or capital items (balls, cones, bats, etc.).
- Costs not directly related to implementing the project such as indirect and overhead charges, or unrelated mitigation.
- Purchase of maintenance equipment, tools, or supplies.
- Properties acquired via a condemnation action of any kind.

¹⁸Recreation and Conservation Funding Board Resolution 2015-02

Requirements and Other Things to Know

Not a Public Hearings Board

The Recreation and Conservation Funding Board is not a public hearings board and does not decide land use issues. To the extent possible, all project proposals should demonstrate adequate public notification and review and have the support of the public body applying for the grant.

Accessibility

Facilities or elements¹⁹ constructed with RCO grants and sponsor match 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 Web site for detailed information about how to make your athletic facility meet accessibility requirements. Plans, project applications, cost estimates, and construction drawings must reflect compliance with facility access and signing requirements.

Sustainability²⁰

The Recreation and Conservation Funding Board encourages greater use of sustainable practices in grant-funded projects. To the board, “sustainability” means to help fund a recreation or conservation project that maximizes the useful life of board funded projects and support activities that promote continuous quality improvement.

Sponsors are encouraged to use sustainable design, practices, and elements in their projects. Examples may include use of recycled materials; native plants in landscaping; pervious surfacing material for pathways, trails, and parking areas; energy efficient fixtures; onsite recycling stations; and composting.

¹⁹A facility is all or any portion of buildings, structures, site improvements, elements, and pedestrian routes or vehicular ways located on site. An element is an architectural or mechanical component of a building, facility, space, or site (2010 ADA Standards for Accessible Design, Department of Justice, September 15, 2010).

²⁰Recreation and Conservation Funding Board Resolution 2011-22 and 2014-06

Invasive Species

People doing good things, like development work, can unknowingly spread invasive species. These activities can potentially spread non-native noxious weeds, pathogens, and exotic flora and fauna among water bodies and watersheds. Here is how it could happen:

- Driving a car or truck to a field site and moving soil embedded with seeds or fragments of invasive plants in the vehicle's tires to another site. New infestations can begin miles away as the seeds and fragments drop off the tires and the undercarriage of the vehicle.
- Working in streams and moving water or sediment infested with invasive plants, animals, or pathogens via your boots, nets, sampling equipment, or boats from one stream to another.
- Moving weed-infested hay, gravel or dirt to a new site, carrying the weed seeds along with it, during restoration and construction activities. Before long, the seeds germinate, and infest the new site.

The key to minimizing the spread of new invasive species is twofold: Use materials that are known to be uninfested with invasive plants or animals in the project and ensure equipment is cleaned both before and after construction. The Washington Invasive Species Council has developed prevention protocols (www.invasivespecies.wa.gov/documents/invasive%20species%20prevention%20protocol.pdf) for this purpose. Equipment to clean should include, but not be limited to, footwear, gloves, angling equipment, sampling equipment, boats and their trailers, and vehicles and tires.

Control of the Land²¹

An applicant must have adequate control of the land where the YAF facility is located to assure that its proposal will be implemented as proposed and meet the long-term obligations for project compliance. This "control and tenure" may be through land ownership, a lease, use agreement, or easement. Details on how to meet this requirement are in *RCO Manual 4, Development Projects*.

²¹Recreation and Conservation Funding Board Resolution 2003-24 and 2015-02

Cultural Resources Review

Governor's Executive Order 05-05, Archaeological and Cultural Resources,²² directs state agencies to review certain acquisition, construction, and planning projects for potential impacts to cultural resources²³ to ensure that reasonable action is taken to avoid adverse impacts to these resources. The federal government, through Section 106 of the National Historic Preservation Act, requires the same compliance for federally-funded projects and projects with other federal involvement, for example, projects on federal lands or those that require a federal Army Corps of Engineers permit.

Review Process

RCO initiates the review process. Using materials submitted as part of the application, RCO consults with the Department of Archaeology and Historic Preservation and affected Native American tribes. The outcome of the consultation may require an applicant to complete a cultural resources survey and continue the consultation process to determine next steps. The consultation must be completed, and a notice to proceed issued, before any ground disturbing activities may occur. Construction started without a Notice to Proceed will be considered a breach of contract.

For more details on the review process, read *Manual 3, Acquisition Projects* or *Manual 4, Development Projects*.

Projects on State-owned Aquatic Lands

If a project will occur over or in a navigable body of water, an authorization to use state-owned aquatic lands may be needed.

All marine waters are, by definition, navigable, as are portions of rivers influenced by tides. Navigable rivers and lakes are those determined by the judiciary, those bounded by meander lines, or those that could have been used for commerce at the time of statehood. The Department of Natural Resources' aquatic land managers will help the grant applicant determine if the project will fall on state-owned aquatic lands and provide more information on its authorization process. See the land manager coverage map online at www.dnr.wa.gov/Publications/aqr_land_manager_map.pdf for contact information for the Department of Natural Resources aquatics land managers.

If the project is on state-owned aquatic lands, the grant applicant will need to secure a lease or easement to use those lands from the Washington Department of Natural Resources. The lease or easement may take up to a year to receive. RCO requires the

²²www.governor.wa.gov/sites/default/files/exe_order/eo_05-05.pdf

²³Cultural resources means archeological and historical sites and artifacts, and traditional areas or items of religious, ceremonial, and social uses to affected tribes.

executed lease or easement within 60 days after board funding approval to show control and tenure for the site. The lease or easement is required before the project will be placed under agreement, unless RCO's director approves in advance. Review the control and tenure requirements in *Manual 4, Development Projects* or *Manual 5, Restoration Projects*.

The following online resources may be helpful to review:

- *Grant Projects on State-owned Aquatic Lands* at [www.dnr.wa.gov/Publications/em fs11 018.pdf](http://www.dnr.wa.gov/Publications/em_fs11_018.pdf)
- *Leasing State-owned Aquatic Lands* at [www.dnr.wa.gov/Publications/em fs11 019 leasing soal.pdf](http://www.dnr.wa.gov/Publications/em_fs11_019_leasing_soal.pdf)
- *Boundaries of State-owned Aquatic Lands* at [www.dnr.wa.gov/Publications/aqr aquatic land boundaries.pdf](http://www.dnr.wa.gov/Publications/aqr_aquatic_land_boundaries.pdf)
- *Caring for Washington's Nearshore Environments* at [www.dnr.wa.gov/Publications/em fs10 001.pdf](http://www.dnr.wa.gov/Publications/em_fs10_001.pdf)

Long-term Obligations²⁴

RCO recognizes that changes occur over time and that some facilities may become obsolete or the land needed for something else. The compliance policy discourages casual discards of land and facilities by ensuring that grant recipients replace the lost value when changes or conversions of use take place. See *RCO Manual 7, Long-term Obligations* for a discussion of conversions and the process required for replacement of the public investment. Non-compliance with the long-term obligations of an RCO grant may jeopardize an organization's ability to obtain future RCO grants.

Conversions. Interests in real property, structures, and facilities acquired, developed enhanced, or restored with YAF grants are not to be changed, either in part or in whole, not be converted to uses other than those for which the funds were originally approved.²⁵ Lands converted to other uses, or not developed to provide a youth athletic facility within 5 years of acquiring the property,²⁶ will be subject to compliance policies in *Manual 7, Long-term Obligations*.

Project Area. The project area subject to the long-term obligations is defined as the area consistent with the geographic limits of the scope of work of the YAF project. It includes the physical limits of the project's final site plans or final design plans and any property acquired with YAF funding assistance. The project area also may include the

²⁴Recreation and Conservation Funding Board Resolution 2015-02

²⁵Recreation and Conservation Funding Board Resolution 2007-14

²⁶Recreation and Conservation Funding Board Resolution 2010-34 and 2015-02

surrounding area within the project sponsor's control in order to meet the public outdoor recreation benefits described in the project agreement. RCO and the sponsor will agree on a boundary map for the project area when the project is complete and include reference to the map in the project agreement.

Useful life. The sponsor must maintain the useful life of a YAF-funded facility for a specific period of time. RCO and the sponsor will agree on a period of useful life when the project is complete and include reference to the useful life period in the project agreement. The useful life period may be shorter than the compliance period. If RCO and the sponsor agree on a useful life period less than 20 years, the sponsor must continue to make the project area available for outdoor recreation for the remainder of the compliance period.

Compliance Period. The compliance period for a YAF project is as follows:

- **Acquisition projects.**
 - **Perpetual acquisitions.** Land acquired in perpetuity with YAF funds must be available for outdoor recreation purposes in perpetuity.²⁷
 - **Less than perpetual acquisitions.** Land acquired that is for less than a perpetual interest with YAF funds must be available for outdoor recreation purposes for a minimum of 20 years from the date of final reimbursement or the date RCO accepts the project as complete per the project agreement, whichever is later. When the term of the acquisition ends, the compliance period ends and the long-term obligations cease.
- **Renovation projects.** Facilities renovated with YAF funds must remain for public outdoor recreation for 20 years from the date of final reimbursement from RCO or the date RCO accepts the project as complete per the project agreement, whichever is later (the same as the period for control and tenure). After the 20-year period is complete, the compliance period ends and the long-term obligations cease.²⁸

More details on the long-term obligations for RCO grants are in the project agreement and *Manual 7, Long-term Obligations*. A template of the project agreement may be found on RCO's Web site at

www.rco.wa.gov/documents/manuals&forms/SampleProjAgreement.pdf.

²⁷Recreation and Conservation Funding Board Resolution 2003-24, 2007-14, and 2015-02

²⁸Recreation and Conservation Funding Board Resolution 2003-24 and 2015-02

Public Disclosure Rules

RCO records and files are public records that are subject to the Public Records Act.²⁹ More information about the RCO's disclosure practices is available on the Web site at www.rco.wa.gov/about/public_records.shtml.

²⁹Revised Code of Washington 42.56

Section 3: Money Matters

In this section, you'll learn about:

- ✓ Match requirements
- ✓ Matching resources
- ✓ Grant limits
- ✓ Cost increases
- ✓ Records and reimbursement

Match Requirements

Matching Share

Match is the project sponsor's contribution to a project. By requiring a match for grants, the Recreation and Conservation Funding Board intends to foster and demonstrate local commitment to the projects and to spread the money from the grant program to a greater number of projects.³⁰

The board may require the applicant to provide a portion of its matching resources in local resources.³¹

Applicants must contribute matching resources at least equal to the amount of the grant requested.³² For example, if an applicant requests a \$250,000 YAF grant, the applicant must contribute \$250,000 for a total project cost of \$500,000. This is called providing a 50 percent matching share.

Applicants must provide a minimum of 10 percent of the total cost of a project in the form of a local contribution, not from a state or federal source. This policy does not

³⁰Washington Administrative Code 286-13-045

³¹Washington Administrative Code 286-13-045

³²Recreation and Conservation Funding Board Resolution 2003-24 and 2015-02

apply to Native American tribes.³³ For example, if a total project cost is \$500,000, the applicant must provide \$50,000 in matching share from a local source such as local government appropriation, cash, grants, or in-kind donations.

Match for Disadvantaged Communities³⁴

Match Waivers

Recognizing that providing at least an equal matching share can be a challenge for some communities, the match requirement is waived for YAF facilities in a:

- Federal disaster area as declared per the Stafford Act³⁵ that is in active disaster status when the grant application is due to RCO and the disaster directly affected the area where the YAF facility is proposed. Projects located in a federal disaster area but not located in an area directly affected by the disaster are not eligible for a match waiver. When RCO reviews the grant application, it will determine whether a project is located within one of the designated federal disaster areas and whether the disaster directly affected the area where the project is located. If a disaster is declared after the grant application due date, the applicant at any time during the implementation of the project may request the board waive the matching share retroactively.
 - **EXAMPLE:** A project is located within a county designated as a federal disaster area due to a wildfire. The disaster area is in active status with the Federal Emergency Management Agency. The YAF facility is located in the designated county and wildfire directly affected the area where the YAF facility is proposed. This project is eligible for a match waiver.
 - **EXAMPLE:** A project is located within a county designated as a federal disaster area due to a wildfire. The disaster area is in active status with the Federal Emergency Management Agency. The YAF facility is located in the designated county but the wildfire did not directly affect the area where the YAF facility is proposed. This project is not eligible for a match waiver.

Match Reduction

Recognizing that providing at least an equal matching share can be a challenge for some communities, the match requirement is reduced to one-quarter matching share (25 percent of the total project) for YAF facilities within the boundary of an individual elementary school in which 80 percent or more of the students enrolled qualify for free

³³Recreation and Conservation Funding Board Resolution 2005-24

³⁴Recreation and Conservation Funding Board Resolution 2015-02

³⁵Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5121 et seq. Federal disaster areas include major disasters, emergency disasters, and fire management assistance.

or reduced lunches as determined by the United States' Child Nutrition Program guidelines.

Additional Match is Encouraged

Matching shares of more than an amount equal to the amount requested are encouraged. Applicants can earn more points in the evaluation if they demonstrate a matching share that is 55 percent or more of the total project cost.³⁶ See evaluation Criterion 8 "Matching Shares."

Matching Resources

Eligible Match³⁷

Applicant resources used to match board funds must be eligible in the YAF grant program. Sources of matching resources include, but are not limited to, any one or more of the following:

- Appropriations and cash
- Bonds – council or voter
- Corrections labor
- Value of the applicant's expenses for labor, materials, and equipment
- Value of donated real property, labor, services, materials, and equipment use
- Grant funds, except those from the same grant program administered by the board
- Other Recreation and Conservation Funding Board grants that meet the requirements outlined below.

RCO Grants as Match³⁸

Another Recreation and Conservation Funding Board grant may be used to help meet the match requirements if the following conditions apply:

- The grants are not be from the same Recreation and Conservation Funding Board grant program.

³⁶Recreation and Conservation Funding Board Resolution 2003-24 and 2015-02

³⁷Washington Administrative Code 286-13-045

³⁸Recreation and Conservation Funding Board Resolution 2005-24

- Only elements eligible in both grant programs may count as match.
- Each grant is evaluated independently and on its own merits, as if the match were coming from elsewhere, and
- The applicant must provide a minimum of 10 percent of the total costs of the eligible elements being matched. This sponsor match may not be from federal or state funds, and may include in-kind contributions. This policy does not apply to Native American tribes.
- The grant applications are submitted in the same biennium.³⁹

For evaluation scoring purpose, an RCO grant used as match will not count toward the award of matching share points.⁴⁰

Matching resources also must conform to the deadlines discussed in Section 1 "Grant Process and Timeline."

Grant Limits

Grants from state funds are intended to supplement the capacity of a sponsor. They are not intended to supplant existing programs or fund projects that would have been undertaken without grant funding.⁴¹ Therefore, applicants should not seek a grant from the board to replenish their cash accounts. Grants funds should be used to expand on an applicant's existing capacity to provide outdoor recreation facilities to its users.

The minimum grant request is \$25,000. The maximum grant request is \$250,000.⁴²

Cost Increases⁴³

Cost increases for approved projects may be granted by the board or director if financial resources are available. Each cost increase request will be considered on its merits. The director may approve a cost increase request as long as it does not exceed 10 percent of the project's initial approved grant funding amount. The director's approval of an acquisition project cost increase is limited to a parcel-by-parcel appraised and reviewed value. See *Manual 3, Acquisition Projects* and *Manual 4, Development Projects* for more details on cost increases.

³⁹Washington Administrative Code 286-13-045

⁴⁰Recreation and Conservation Funding Board Resolution 2015-02

⁴¹Washington Administrative Code 286-13-045

⁴²Recreation and Conservation Funding Board Resolution 2015-02

⁴³Washington Administrative Code 286-13-085

Records and Reimbursement⁴⁴

Except as otherwise provided below, RCO authorizes disbursement of project funds only on a reimbursable basis at the percentage identified in the project agreement after the sponsor has presented an invoice documenting costs incurred and compliance with the provisions of the project agreement.

The amount of reimbursement may never exceed the cash spent on the project.

Reimbursement shall not be approved for any donations, including donated land. RCO may pay directly an escrow account for its share of the approved cost of land and related costs if the sponsor indicates a temporary lack of money to buy the land on a reimbursement basis. Before release of RCO grants into escrow, the sponsor must provide RCO with a copy of a binding agreement between the sponsor and the seller, all required documentation, and evidence of deposit of the sponsor's share, identified in the project agreement, into an escrow account.

Complete reimbursement procedures are found in *Manual 8, Reimbursements*.

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.

⁴⁴Washington Administrative Code 286-13-070

Section 4: Project Evaluation

In this section, you'll learn about:

- ✓ How project evaluation works
- ✓ Advisory committee
- ✓ Evaluation criteria

How Project Evaluation Works

The RCO director establishes the evaluation process, including the identification of an advisory committee to evaluate applications.⁴⁵ The director submits recommendations to the Recreation and Conservation Funding Board, which makes the final decision concerning the funding of projects at one of its public meetings.⁴⁶

Applications are evaluated based on a set of questions adopted by the Recreation and Conservation Funding Board in a public meeting. The questions are created from statutory and other criteria developed through a public process. The evaluation questions are on the following pages.

There are two sections to the evaluation questions: Advisory committee questions and RCO staff-scored questions. In the first section, the advisory committee uses subjective evaluation questions to score each application. Scores are based on each applicant's response to the evaluation questions, graphics included in the application, and summary application material.

Letters and other documented expressions of project support provided to RCO by the technical completion deadline will be provided to the advisory committee as part of the evaluation materials packet. Applicants also should summarize this support when responding to evaluation Question 7.

⁴⁵Washington Administrative Code 286-13-030

⁴⁶Washington Administrative Code 286-13-050

In the second section, RCO staff scores the applications using objective measures, such as matching share, population, and conformance to growth management planning. Scores are based on material submitted by applicants and information obtained from the state Office of Financial Management and the Department of Commerce.

Scores from sections one and two are combined for an application's total evaluation score. The resulting ranked lists are the basis for funding recommendations to the Recreation and Conservation Funding Board.

Advisory Committee

RCO manages the YAF program with the assistance of a standing advisory committee. The advisory committee's role is to recommend policies and procedures to RCO for administering grant funds and to review, evaluate, and score grant applications.

In recruiting members for the advisory committee, RCO seeks to appoint people who possess a statewide perspective and are recognized for their experience and knowledge of outdoor recreation in Washington.

RCO's director may appoint *ex officio* members to the advisory committee to provide additional representation and expertise.

Check RCO's Web site for membership and other details at www.rco.wa.gov/grants/advisory_cmte.shtml.

Do Not Fund Recommendation⁴⁷

Occasionally during evaluations, the advisory committee may express significant concerns about a project, such that it would like to discuss a "Do Not Fund" recommendation. If this occurs, the advisory committee may discuss its concerns at the post-evaluation meeting, which takes place after application scores are tabulated.

If a "Do Not Fund" recommendation is scheduled to be considered, RCO will notify the applicant in writing, identify the significant concerns expressed by the evaluators, and invite the applicant to attend the post-evaluation meeting to respond to questions. The applicant also may submit a written response to the evaluators' concerns. To ensure all projects are treated equally, no additional testimony from applicants or visitors is taken at the post-evaluation meeting. The advisory committee determines a "Do Not Fund" recommendation by a simple majority vote of the committee members that participated in application evaluations.

RCO staff will forward to the board a summary of the "Do Not Fund" recommendation and any committee member comments. The board will consider the advisory

⁴⁷Recreation and Conservation Funding Board Resolution 2014-06

committee’s recommendation at a regularly scheduled public meeting, before the ranked list is adopted (consideration may take place at the same meeting, but the “Do Not Fund” recommendation will be discussed before the ranked list is adopted). The board retains discretion in awarding all grant funds.

Evaluation Criteria

All grant requests must be completed and submitted in the format prescribed by the director.⁴⁸ RCO will publish instructions on how to apply for a grant on its Web site at www.rco.wa.gov/grants/apply_for_grant.shtml. Applicants provide written responses to evaluation Questions 1-7. Responses should be tailored to the facility proposed in the application and should not include other unrelated facilities (fields, courts, etc.) that might be at the same park or complex.

These responses, as written in the YAF evaluation template, along with the project summary, cost estimate, application work types and metrics, and letters of support, comprise the documents that are viewed electronically by the advisory committee. Do not respond to Questions 8-10 (Matching Shares, Proximity to People, and Growth Management Act). RCO scores these questions based on other information or information submitted with the application.

Summary of Questions and Scores					
Scored by	#	Title	Maximum Points	Multiplier	Total
Advisory Committee	1	Need and Need Satisfaction	5	3	15
Advisory Committee	2	Design and Budget	5	2	10
Advisory Committee	3	Sustainability and Environmental Stewardship	3	1	3
Advisory Committee	4	Facility management	3	1	3
Advisory Committee	5	Availability	5	1	5
Advisory Committee	6	Readiness to proceed	3	1	3
Advisory Committee	7	Support and Partnerships	5	2	10
RCO Staff	8	Matching shares	2	1	2
RCO Staff	9	Proximity to people	1	1	1
RCO Staff	10	Growth Management Act Preference	0	1	0
Total possible points = 52					

⁴⁸Washington Administrative Code 286-13-020

Detailed Scoring Criteria⁴⁹

Questions 1-7 are scored by the advisory committee.

- 1. Need and Need Satisfaction.** What is the community's need for the proposed renovated youth athletic facility? To what extent will the project satisfy the needs in the service area?

Consider the number and condition of existing youth athletic facilities; the number of leagues, teams, or players in the community; whether the community has gone through a public process to reveal deficient numbers or quality of available facilities; and whether significant unserved or under-served user groups are identified. Your discussion of need must include measurable (quantifiable) evidence. At a minimum, please include the following information in your answer:

- Type of facility to be funded.
- Service area, either in square miles or in a radius by miles.
- The population of the service area, youth and adult (estimated or actual) and how the numbers were determined.
- Number and type of similar facilities inside the service area.
- Number of leagues, teams, and players served in the service area.
- Number of leagues, teams, and players that are expected to use the renovated facility.
- The estimated hours of competitive play at the current facility and how this project improves or maintains this use.
- Whether the project will address facility needs for underserved or disadvantaged populations as identified in the *State Comprehensive Outdoor Recreation Plan*.
- Demonstrate how the proposed project will satisfy youth athletic facility needs and provide for a priority youth athletic facility.

▲ Point Range: Evaluators award 0-5 points, which are multiplied later by 3.

⁴⁹Recreation and Conservation Funding Board Resolution 2015-02

- 2. Design and Cost Estimate.** How well is the project designed? How reasonable are the cost estimates, do they accurately reflect the scope of work, and are there enough funds to implement the proposed projects?

Describe the project's design and the cost estimate. Describe how the project makes the best use of the site. Consider the size, topography, soil conditions, natural amenities, and location of the site to determine if it is well suited for the intended uses. Some design elements that may be considered include:

- Accuracy of cost estimates
- Aesthetics
- Maintenance
- Materials
- Phasing
- Recreation experience
- Risk management
- Site suitability
- Space relationships
- User-friendly, accessible design above the minimum requirements
- Value of the out-of-bounds amenities as support to the athletic facility

▲ Point Range: Evaluators award 0-5 points, which are multiplied later by 2.

- 3. Sustainability and Environmental Stewardship.** What techniques or resources are proposed to ensure the project will result in a quality, sustainable, recreational opportunity while protecting the integrity of the environment? Describe how the project will integrate sustainable elements such as low impact development techniques, green infrastructure, or environmentally preferred building products.

▲ Point Range: Evaluators award 0-3 points.

- 4. Facility Management.** Does the applicant have the ability to operate and maintain the facility?

- Describe your organization's structure and indicate how long your organization has been involved in youth or community athletics.
- Describe how the athletic facilities are addressed in your organization's maintenance plan.
- If the applicant does not own the property, describe the management agreement with the property owner.

▲ Point Range: Evaluators award 0-3 points.

- 5. Availability.** When the project is complete, how often will it be available for competitive youth sports in a calendar year?

Provide details on when the facility will be open for competitive play for youth and adults or use by the general public for drop-in play. Hours when the facility is not available for competitive play or use by the general public are not considered in the evaluation.

Consider seasons of use, types of use, hours of use, and restrictions on access. Identify when the facility will be closed for competitive play, for example when the facility will be closed for use by a school or nonprofit organization. Describe the use policy for scheduling the facility: Who can schedule the facility, what sports can use it, and how do they get on the schedule?

Also, complete the application tables that describe the use by month and by type of sport or team to illustrate the current and future availability of the facility.

▲ Point Range: Evaluators award 0-5 points.

- 6. Readiness to Proceed.** What is the timeline for completing the project? Will the sponsor be able to complete the project within 3 years?

Explain how you can move quickly to complete the project by documenting completed appraisal and review, completed architectural and engineering work, permits secured, or availability of needed labor or volunteers. In addition to your answer, please estimate your project timeline by providing a specific timeline for completing your project.

▲ Point Range: Evaluators award 0-3 points.

- 7. Project Support and Partnerships.** To what extent do users and the public support the project?

Support can be demonstrated in both financial and non-financial ways and varies depending upon the project type. In scoring this question, evaluators consider the type of support that is most relevant. Evidence includes but is not limited to: Letters of support; voter-approved initiatives, bond issues, referenda; ordinance or resolution adoption; media coverage; public involvement in a comprehensive planning process that includes this project; a capital improvement program that includes the project; a local park or comprehensive plan that includes the project by name or by type. If you submit letters of support or other documents, remember to attach them to your application in PRISM.

▲ Point Range: Evaluators award 0-5 points, which are multiplied later by 2.

Questions 8-10 are scored by RCO staff.

- 8. Matching Shares.** Is the applicant providing a matching share more than an amount equal to the grant amount requested?

▲ Point Range

0 points	Less than 55 percent of the total project cost
1 point	55-64.99 percent of the total project cost
2 points	More than 65 percent of the total project cost

- 9. Proximity to People.** State law requires the Recreation and Conservation Funding Board to give funding preference to projects in populated areas. Populated areas are defined as a town or city with a population of 5,000 or more, or a county with a population density of 250 or more people per square mile.⁵⁰ Is the project in an area meeting this definition?

▲ Point Range

0 points	No
1 point	Yes

- 10. Growth Management Act Preference.** Has the applicant made progress toward meeting the requirements of the Growth Management Act?⁵¹

State law requires that whenever a state agency is considering awarding grants to finance public facilities, it shall consider whether the applicant⁵² has adopted a comprehensive plan and development regulations as required by Revised Code of Washington 36.70A.040.

When reviewing such requests, the state agency shall accord additional preference to applicants that have adopted the comprehensive plan and development regulations. An applicant is deemed to have satisfied the requirements for adopting a comprehensive plan and development regulations if it:

- Adopts or has adopted within the time periods specified in state law;

⁵⁰Revised Code of Washington 79A.25.250

⁵¹Revised Code of Washington 43.17.250 (Growth Management Act preference required.)

⁵²County, city, or town applicants only. This segment of the question does not apply to Native American tribes, park districts, or non-profit organizations.

- Adopts or has adopted by the time it requests a grant or loan; or
- Demonstrates substantial progress toward adopting within the time periods specified in state law. An agency that is more than 6 months out of compliance with the time periods has not demonstrated substantial progress.

A request from an applicant planning under state law shall be accorded no additional preference over a request from an applicant not planning under this state law.

This question is scored by RCO staff based on information from the state Department of Commerce, Growth Management Division. Scoring occurs after RCO's technical completion deadline. If an agency's comprehensive plan, development regulation, or amendment has been appealed to the Growth Management Hearings Board, the agency cannot be penalized during the period of appeal.

▲ Point Range: RCO staff subtracts a maximum of 1 point. There is no multiplier.

Minus 1 point The applicant does not meet the requirements of Revised Code of Washington 43.17.250.

0 points The applicant meets the requirements of Revised Code of Washington 43.17.250.

0 points The applicant is a Native American tribe, park district, or nonprofit organization.