YOUTH ATHLETIC FACILITIES:
2007-08 POLICIES & PROJECT SELECTION

NOVEMBER 20, 2007
Recreation and Conservation Funding Board

Our Mission  To provide leadership and funding to help our partners protect and enhance Washington’s natural and recreational resources for current and future generations.

Our Services  To make statewide strategic investments through policy development, grant funding, technical assistance, coordination, and advocacy.

Our Values  To provide efficient, fair, and open programs that are conducted with integrity. The results foster healthy lifestyles and communities, stewardship, and economic prosperity in Washington.

Recreation and Conservation Funding Board Members

Citizen Members  Agency Members
Val Ogden, Vancouver, Chair  Department of Fish and Wildlife
Bill Chapman, Mercer Island  Department of Natural Resources
Karen Daubert, Seattle  State Parks and Recreation
Steven Drew, Olympia
Jeff Parsons, Leavenworth

On July 1, 2007, the Interagency Committee for Outdoor Recreation’s name changed to the Recreation and Conservation Funding Board. The staff that supports the board is now called the Recreation and Conservation Office.

Recreation and Conservation Office (RCO) activities are intended to follow state and federal guidelines for nondiscrimination on the basis of race, creed, color, national origin, sex, marital status, sexual orientation, age, and disability. Persons who believe RCO or its programs are discriminatory should express concern to RCO, or the Equal Opportunity Program, U. S. Department of the Interior, National Park Service, PO Box 37127, Washington D.C. 20013-7127.
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SECTION 1: GENERAL INFORMATION

Introduction

The Recreation and Conservation Funding Board (RCFB) awards grants for community athletic sites and facilities through the Youth Athletic Facilities (YAF) grant program. This manual contains basic information, policies, and project selection criteria for YAF projects.

About RCFB

The RCFB, previously named the Interagency Committee for Outdoor Recreation, was created in 1964 by a vote of Washington’s citizens. This board consists of five citizen members appointed by the Governor, and the directors (or designees) of the Department of Fish and Wildlife, the Department of Natural Resources, and the State Parks and Recreation Commission.

The Recreation and Conservation Office (RCO) provides staff support to the RCFB. The RCO consists of a director appointed by the Governor and others engaged in administrative, planning, and project functions. The RCO does not operate facilities. It offers grants for parks, boating sites, trails, water access, farmland preservation, habitat conservation, off-road vehicle recreation, and shooting ranges.

Contact Information

Natural Resources Building
1111 Washington Street, Floor 2 East
Olympia, Washington 98501

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

Mailing address:
Recreation and Conservation Office
P.O. Box 40917
Olympia, WA 98504-0917

RCO grants managers are available to assist by answering questions concerning the information contained in this manual. Please feel free to call.

Manual Authority & Related Publications

Authority for policies in this publication is in RCW 79A.25.800-830, Engrossed Substitute House Bill 1092 (Laws of 2007), and Title 286 Washington Administrative Code. The RCFB adopted these policies in a public meeting. Depending on the type of project submitted, and the stage in the grants cycle, program participants may find related information in other publications provided by the RCO. These include the following:

- Acquiring Land: Policies - Manual #3
- Development Projects: Policies - Manual 4
- Application Instructions: YAF - Manual 5
- Funded Projects: Policies & the Project Agreement - Manual 7
Each January, the RCO publishes a brochure that briefly describes each of its grants programs, available funding, grant limits, and important dates for that year. This information, along with the publications referenced above, can be downloaded from the RCO’s Web site or you may contact the RCO to obtain hard copies of these free publications. Each can be made available in an alternative format.

The YAF advisory committee is composed of citizens, representatives from nonprofit organizations, and government professions. The RCO works with the advisory committee to provide information and make recommendations to the RCFB on the award of YAF grant funds. This committee advises the RCO director on program and policy matters and assists with development of the project selection criteria adopted by the RCFB. Advisory committee members are expected to be aware of community outdoor athletic needs through professional experience or volunteer efforts.

Each applicant is assigned an RCO outdoor grants manager. A list of these managers and their assignments is available at: www.rco.wa.gov. Their role is to provide assistance with the application and evaluation processes and monitor implementation of funded projects.

The YAF grants cycle is held periodically – this timeline provides a general overview. While the order of the elements remains consistent each grants cycle, RCO’s director may adjust actual dates. For this reason, and since other important deadlines exist, applicants are encouraged to obtain the full YAF schedule, which is revised before each grants cycle.

Workshops. RCO conducts workshops annually to provide information about its funding programs. These sessions are typically held in the winter of each year in various locations. Scheduling is usually completed in early January. Call for information about dates and locations.

Letter of Intent. RCO encourages potential applicants to express their intent to submit a proposal by completing the form found on the Web site at www.rco.wa.gov/yaf_loi_form.asp. The information requested includes a project title, description, estimated cost, and applicant contact information.

Application Deadline. Every year RCO establishes grant application deadlines for all grant programs. Applications received after the deadline will be returned unless RCO’s Director has approved a late submission.

Project Review. RCO grant managers and advisory committee members, review projects for compliance with program eligibility criteria, technical considerations, and provide opinions on both the strengths and weaknesses of the proposals. Applicants then have an opportunity to consult with RCO staff to determine what, if any, changes may be needed or desirable to improve the project. All changes must be completed by the technical completion deadline.
**Project Evaluation.** Project evaluation begins when evaluators review responses to the evaluation questions (see page 16) provided by each applicant. After individually scoring all projects per the criteria, evaluators meet to discuss the projects. At the conclusion of this meeting, final ranking recommendations are decided. The resulting ranked list of projects is the foundation for funding recommendations to the RCFB.

**RCFB Approves Funding.** The RCFB makes funding decisions in an open meeting in which the opportunity for public testimony is provided. Applicants are not required to attend.
SECTION 2: POLICIES

a. What the Money Is For

The purpose of the Youth Athletic Facilities (YAF) grant program is to provide funding for new, improved, and better maintained outdoor athletic facilities serving youth and communities.

An *athletic facility* is a facility dedicated to the purposes of sports and athletics. While it is understood that sports are “played,” the term *athletic facility* excludes playgrounds, tot lots, vacant lots, open or undeveloped fields, and level open space used for non-athletic play. In essence, facilities eligible for funding are used for sports or activities that are competitive.

The *primary* focus of the program is the athletic facility needs of 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 are encouraged to submit proposals for facilities sized for adults but which *primarily serve youth*.

b. Eligible Applicants

Only cities, counties, and qualified non-profit organizations are eligible to apply for YAF grant support. A “qualified non-profit organization” is one that meets each of the following criteria:

- It is registered with the State of Washington as a non-profit.
- It has an equivalent successor identified in its articles of organization, in case it disbands for any reason. This is required of all non-profits under State law.
- It has been active in youth or community athletic activities for a minimum of three years.
- It does not require exclusive use of the facilities paid for through this program. “Exclusive use” occurs when an organization refuses or denies public access to available capacity at a facility funded through the YAF account.
- It does not discriminate on the basis of race, religion, creed, gender, disability, or income. For example, “boys only” or “girls only” organizations would not be eligible to apply for a grant from the YAF Account.

c. How Funds Are Distributed

Generally, YAF funds must be divided equally among three categories: new facilities, improved facilities, and maintaining existing facilities. For 2007, funding for maintaining grants is NOT available.

The law also provides for the size of a YAF grant to be “in proportion to the population of the city or county where the facility is located.” This
requirement, which does not apply in 2007, is interpreted in the context of RCW 43.99N.060(4) and RCW 79A.25.250, in that the Recreation and Conservation Funding Board (RCFB) seeks to fund projects that address demonstrated community needs and documented priorities. These community needs and priorities are examined and scored on the basis of objective criteria found in the evaluation questions beginning on page 17. It is expected that the funds requested by an applicant will be in proportion to community needs and priorities when considering an array of community factors including population.

**d. Grant Limits**

To more widely distribute funds available in the YAF account, grant limits for projects are as follows:

**New Facilities**
- The maximum YAF share is $150,000, per project.
- The minimum YAF share is $25,000, per project.

**Improving Existing Facilities**
- The maximum YAF share is $75,000, per project.
- The minimum YAF share is $15,000, per project.

**Maintaining Existing Facilities** (NOT available in 2007)
- The maximum YAF share is $25,000, per project.
- The minimum YAF share is $5,000, per project.

Requests for additional funding (or cost increases) will not be considered after the RCFB approves funding.

**e. Eligible Sports and Facilities**

**A. Facilities supporting outdoor athletics are eligible for funding.**
Priority or preference is given for outdoor athletic fields. Outdoor athletic fields are baseball, field hockey, football, lacrosse, open areas associated with track and field events, rugby, soccer, and softball fields.

For example, both a soccer field and an outdoor BMX track are eligible for funding. In comparing, evaluating, and scoring the applications, however, the outdoor field is awarded three more points on a specific evaluation question designed to implement this policy. It is still possible for a proposal for an outdoor facility that is not a field to out-score a proposal for an outdoor field, depending on the final, overall score awarded in the evaluation process.

**B. The features or structures of a facility that are absolutely necessary for athletic play or competition have funding priority.** This means that the items found “in bounds” – for example, the playing surface of a field or court – have priority over “out of bounds” items. “In bounds” items include playing surfaces, goals, nets, bases, pitching mounds, fences and backstops for softball and baseball, irrigation, drainage, and field lighting.
Support type elements such as scoreboards, bleachers, landscaping, restrooms, concession stands, parking lots, fire lanes, and landscaping (shade trees or wind breaks) may be funded through the Youth Athletic Facilities Program only if these items are part of a larger project that includes funding for the “in bounds” elements of a field, court, pool, track or other primary athletic facility.

“Stand alone” applications for support type elements are not eligible.

C. **Universal, barrier free access must be addressed by all applicants.**
All YAF project sponsors must ensure that project elements and facilities developed with YAF grant funds meet current barrier-free standards. Several laws and codes provide construction designs to meet these standards. Project sponsors must, to the highest degree reasonable, make specific project elements accessible. RCFB’s policy on barrier-free access is found in RCFB Manual #4, *Development Projects: Policies*.

**f. Ownership**

(Control and Tenure of Property)

A. **Land acquisition projects.** Land may be acquired with YAF funds. Land acquired with YAF funds must be available for youth and community athletic facility purposes in perpetuity. Lands converted to other uses, or not developed to provide a youth or community athletic facility within three years of the date on which the sponsor signs an RCFB project agreement, will be subject to conversion rules in RCFB Manual #7, *Funded Projects: Policies & The Project Agreement*.

Lands may be acquired with YAF funds through an RCO Waiver of Retroactivity. This procedure allows an applicant to purchase YAF-eligible land up to two years prior to applying for, or receiving a YAF grant. For complete Waiver of Retroactivity guidelines, please see RCFB Manual #3, *Acquiring Land: Policies*.

B. **New facility development, improvement of existing facilities, and maintaining projects.** Any new, improved, or maintained facility may be owned by a governmental or non-profit organization. The facility funded with a YAF grant must be available or open to the public for youth or community athletic purposes.

An applicant must have sufficient control of the land or facility it wishes to develop, improve, or maintain to assure that its proposal will actually be implemented and benefit the public. This control or tenure is documented by a written agreement that the land or facility will be available for public youth or community athletic use for a minimum of 20 years from final reimbursement. Further, each applicant must demonstrate how it will ensure that the land or facility will be available for the originally intended athletic uses (type of sport or sports, age of participants) throughout this 20-year period.

An applicant may implement a project on land or on a facility it does not own, but must have written permission from the land or facility owner prior to
application, in addition to a commitment that the land or facility will be available for public youth or community athletic use for a minimum of 20 years. Written permission is obtained through an easement or lease with a private landowner or through a use agreement with a public agency. Interlocal agreements between public agencies may also be allowed. Agreements, to be approved by the RCFB, incorporate:

- Access to implement the project
- Location
- Appropriate use
- Maintenance
- Availability to public - must equal or exceed statement in application
- Management
- “Conversion of use” responsibility
- Parties
- Purpose
- Dispute resolution
- Scheduling and use
- Availability to public – must equal or exceed statement in application
- Successor organization.

By law, YAF grant funds can be provided for:

- “New” facilities
- “Improving or renovating” existing facilities
- “Maintaining” existing facilities (NOT available in 2007)

A. RCFB uses the following definitions for these categories:

“New” means the acquisition or development of land or structures to provide an athletic facility or facilities not previously available for youth or community athletic purposes.

“Improving” (or renovating) means work done to add playing capacity to an existing athletic facility. This may be done by:

- 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 in order 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 current youth-size softball field to accommodate broader community uses. Example: reorienting a softball field so it can accommodate another athletic activity like soccer.
“Maintaining” (NOT available in 2007) means work to continue or retain the originally designed and built use and capacity of an existing athletic facility by bringing it to, or keeping it at, an accepted standard of safe use without changing or extending use or physical size or capacity of the facility. That is, a maintaining grant will result in a better facility with no additional capacity. Maintaining grants may not be used for day-to-day operations, or routine maintenance like cleaning restrooms, lawn mowing, or field preparation before games.

B. Applicants may submit multiple applications. Applicants may not combine grant categories on one application. Multi-site applications are not allowed.

C. Applicants may submit applications to different RCFB grant programs for separate elements at the same site. For example, an applicant could seek YAF funds for a ball field and Washington Wildlife and Recreation Program funds for trails or shelters that happen to be located in the same park. However, applicants may not submit applications to different RCFB grant programs for the same element at the same time.

h. “New Facilities” Grants: Eligible Activities

A. Grants for “new facilities”:

- Pay for acquisition and/or development of land or structures to provide an athletic facility not previously available for youth or community athletic purposes
- Give preference to outdoor athletic fields
- Encourage communities to agree on a priority project
- Encourage “partnership” proposals

B. Examples of eligible expenses include:

- Acquisition or lease of land, including appraisals, surveys, recording fees, hazardous substance reports, closing costs, title insurance
- Addition of barrier-free access
- Contracting expenses associated with eligible project elements
- Irrigation systems, drainage
- Labor associated with eligible project elements
- Lighting systems
- Purchase of fixtures including scoreboards, goals, fences, bases
- Rental of heavy equipment for up to one year
- Restrooms, drinking fountains, bleachers, signs
- Roads, driveways, and parking lots
- Site preparation including grading
- Structures including concession stands and on-site storage units

*Eligible expenses are not the same as priority expenses.*

**C. The following items are not eligible:**

- Any facility intended exclusively or primarily for professional or “semi-pro” sports use.
- Caretaker residences, staff housing, or offices.
- Indirect costs.
- Indoor facilities (i.e., gyms, courts, pools, etc.)
- Elements that cannot be defined as fixtures or capital items, such as uniforms, bats, balls, and coolers.
- Signs or displays promoting tobacco products or alcoholic beverages.

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**i. “Improving or Renovating” Existing Facilities: Eligible Activities**

**A. Grants for “Improving or renovating” existing facilities:**

- Add playing capacity to an existing athletic facility by changing use, extending use, or expanding size
- Encourage “partnership” proposals

**B. Examples of eligible expenses include:**

- Addition of barrier-free access
- Contracting expenses associated with eligible project elements
- Labor associated with eligible project elements
- Irrigation systems, drainage systems
- Lighting systems
- Purchase of fixtures including scoreboards, goals, fences, bases
- Rental of heavy equipment for up to one year
- Replacement of artificial surfaces with natural surfaces
- Replacement of natural field surfaces with artificial surfaces
- Roads, driveways, and parking lots

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1 Priority expenses are costs for features or structures of a facility that are absolutely necessary for athletic play. See section V. Eligible Sports and Facilities, Item B.
Site preparation including grading

*Eligible expenses are not the same as priority expenses (footnote 1).*

**C. The following items are not eligible:**

- Any facility intended exclusively or primarily for professional or “semi-pro” sports use.
- Caretaker residences, staff housing, or offices.
- Indirect costs
- Indoor facilities (i.e., gyms, courts, pools, etc.)
- Elements that cannot be defined as fixtures or capital items, such as uniforms, bats, balls, and coolers.
- Signs or displays promoting tobacco products or alcoholic beverages.

**j. “Maintaining” Grants: Eligible Activities**

**A. Grants for “maintaining existing facilities:”** (NOT available in 2007)

- Pay for work done to continue or retain the originally designed and built use and capacity of an existing athletic facility by bringing it to, or keeping it at an accepted standard of safe use without changing or extending use or physical size or capacity of the facility. In other words, a maintaining grant will result in a better facility with no additional capacity.
- Must be completed within one full construction season after a grant is awarded.
- Pay for rented construction equipment for up to one year.
- Pay for contracted work such as grading, irrigation, lighting, electrical.

**B. Examples of eligible expenses:**

- Contracting expenses associated with eligible project elements.
- Field surface repair including re-grading, replacement of sod or grass, replacement materials such as infield material or other surfaces.
- Labor associated with eligible project elements.
- Rental of heavy equipment needed to complete a project.
- Replacement or repair of fixtures including scoreboards, goals, fences, bases, nets, lane markers, and so on.
- Replacement or repair of irrigation or drainage systems.
- Replacement, repair, or realignment of lighting systems.

*Eligible expenses are not the same as priority expenses (footnote 1).*
**C. The following items are not eligible:**

- Any work done on a facility not eligible for a YAF grant.
- “Consumable” supplies such as spare light bulbs, toilet paper, fertilizer, chalk, and fuel.
- Indirect costs.
- Indoor facilities (i.e., gyms, courts, pools, etc.)
- Elements that cannot be defined as fixtures or capital items, such as uniforms, bats, balls, and coolers.
- Organizational operating expenses or overhead including staff salaries.
- Purchase of maintenance equipment, tools, or supplies.
- Routine maintenance such as lawn mowing.
- Utility payments such as monthly water or electric bills.

**k. What Counts as “Match”?**

When requiring a match or giving preference to an applicant that provides a match, RCFB does so to help foster a local commitment to the project and to help make the grant program’s funds available to more projects. WAC 286-13-045

Work done before a project agreement is signed between the applicant and the RCFB cannot be used as match. RCFB Manual 3, *Acquiring Land: Policies* and Manual 4, *Development Projects: Policies* outlines eligible pre-agreement costs.

1. Match may take many forms, including:
   a. Appropriations or cash
   b. Bonds
   c. Donations of cash, land, labor, equipment, and materials
   d. Federal, state, local and private grants (includes RCFB grants, see #2 below), and/or
   e. Force account\(^2\) or in-kind labor, equipment, and materials.

2. An RCFB grant may be used to help meet the match requirements of another RCFB grant if:
   a. The grants are not from the same RCFB grant program.
   b. Only elements eligible in both grant programs are counted as the match.
   c. Each grant is evaluated independently and on its own merits, as if the match were coming from elsewhere.
   d. The sponsor satisfies the requirement in #4 below.

3. YAF funds will not exceed 50 percent of a project’s total cost. Matching shares of more than 50 percent are encouraged through an evaluation question that awards more points to applications that show a higher share

\(^2\)“Force account” means to use the applicant agency’s/organization’s resources as opposed to a contractor’s staff, volunteers, or others.
made up of non-government contributions.

4. At least 10 percent of the total project cost must be provided in the form of a non-state, non-federal contribution. Not allowed as a match are:
   a. Existing applicant or project sponsor assets such as real property and/or developments.
   b. The value of land owned by any government agency or land in use for youth or community athletic purposes at the time the application is submitted.
   c. Costs that are double counted (that is, a cost incurred by a sponsor in a project that has been reimbursed by RCO shall not be used as match on another RCFB project).

5. RCO will not reimburse more than the sponsor’s “out-of-pocket” costs.

I. Preference for Community Priorities

   RCFB recognizes that priority athletics or sports, and therefore facility needs, vary from community to community. Applicants must demonstrate that their proposed project meets community priorities. This will be measured in evaluation question 1 (Need). To assist evaluators, applicants may submit any combination of the following:
   - Letters of endorsement or support from local government, chambers of commerce, or other organizations.
   - A copy of the applicant’s current capital facilities plan (CFP) or capital improvement program (CIP) in which the project is listed by name or by type.
   - A copy of results of a needs assessment or community survey.
   - A copy of a survey or plan for athletic facility needs with a resulting priority list of facility needs.
   - Documented results of a series of community meetings that may have resulted in consensus for a facility of a certain type.
   - Any evidence an organization can provide that demonstrates that a substantial number of teams or athletes have been denied the opportunity to participate because of a lack of suitable facilities.

m. Partnerships in Applications

   By law, cities, counties, and qualified non-profit organizations may apply for funds. “Partnerships” result when two or more agencies or organizations work on the same project.

   It is possible for an eligible applicant to form a partnership with an otherwise ineligible organization. For example, a qualified applicant (city, county, or qualified non-profit organization) could apply for YAF funds and have partnerships in the proposed project with another qualified applicant, a school or school district, a business, or private individuals.
Partnerships that add **measurable value** to a project are encouraged. This is done by awarding more evaluation points to an application submitted by two or more organizations in a partnership arrangement that includes documentation to support **measurable value**.

*“Measurable value”* may include money, land, labor, materials, services or other necessary support. Letters of endorsement, by themselves, are not evidence of measurable value unless they include a statement of, or reference to, the value that the endorsing person or organization is bringing to the project.

Applicants shall document partnership arrangements in writing at the time of application. At a minimum, the partners shall be listed in the YAF Program application packet. It is important to note that long-term contractual obligation lies with the eligible applicant sponsoring the project.

**n. Reimbursement**

RCFB policy provides grant recipients payment on a reimbursement basis. That is, an organization with a grant must perform or pay for the work, submit a bill to RCO for that work, and be reimbursed for the billed work. Advance draws on grant funds are not permitted. RCO will not reimburse more than the sponsor’s out-of-pocket costs.

In most instances, payment is not made for expenses incurred before a project agreement is signed between the grant applicant and the RCFB. Exceptions may be made for expenses related to site planning, engineering, surveys, and appraisals for new property acquisition.

Complete reimbursement procedures are found in Manual #8, *Reimbursements: RCFB/SRFB Grant Programs*.

**o. Cultural Resources Review**

Executive Order 05-05, *Archaeological and Cultural Resources* ([www.governor.wa.gov/execorders](http://www.governor.wa.gov/execorders)), directs state agencies to review all:

- Capital construction projects and
- Land acquisition projects carried out for the purpose of capital construction.

Such projects must be reviewed for potential impacts to cultural resources\(^3\) to ensure that reasonable action is taken to avoid adverse impacts to these resources.

**Review Process.** Using materials submitted as part of the application (including the cultural resource reporting forms\(^4\)), RCO submits projects to the Department of Archaeology and Historic Preservation (DAHP) for a

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\(^3\) Cultural resources means archeological and historical sites and artifacts, and traditional areas or items of religious, ceremonial, and social uses to affected tribes.

\(^4\) Download DAHP reporting forms at: [www.dahp.wa.gov/pages/Documents/EnvironmentalReview.htm](http://www.dahp.wa.gov/pages/Documents/EnvironmentalReview.htm).
determination of possible impacts to cultural resources and whether consultation will be required.

Any consultation required by DAHP will involve the applicant, DAHP, RCO, and any affected tribe(s). The outcome of the consultation may require an applicant to complete a cultural resources survey and a continuation of the consultation to determine next steps. The consultation must be completed before RCO will disburse any funds.
SECTION 3: EVALUATION PROCESS

Choosing Proposals to Fund

RCFB uses a competitive evaluation process for all eligible projects. Applicants submit written responses to the evaluation questions. These responses, along with other application materials, are given to an evaluation team of citizens and recreation experts from around the state.

For scoring purposes the RCO will send packets to evaluators that include:

- Project summary
- Cost estimates
- Evaluation question responses (with attachments – see questions 1 through 6)
- Project location map(s)
- Project service area map(s)
- Visuals (up to two pages of photos or other graphics)

After the evaluation period, the RCO staff tabulates the results. Scores from team scored questions are combined with staff-scored questions to create a composite score for each project. Within a few weeks, the data is verified and the draft results are posted in PRISM and on RCO’s web page. The ranked list of the project proposals and a summary of the scores given for each criterion for each project may be viewed at that time. Staff uses these results to develop a funding recommendation for the Board.

What We Look For: Evaluation Criteria

Your answers to the evaluation questions are extremely important. Before submitting the responses, please double check that you

- Used white paper with one inch margins
- Used a regular typeface, such as Arial or Times Roman, 12 point
- Typed or printed your answers (preferred) – hand-written answers are accepted if the writing is legible
- Submitted one copy of your written responses with the application, and one copy of your final responses by the Technical Completion Deadline.
- Limited your answer to one side of an 8 ½ x 11 inch page for each question
- Included the question number, title, and question before each response
- Included the applicant name, project name, and date at the top of each page
- Answered questions 1-6 and provided requested attachments, and
- Answered each question separately.

Applicants should refer to the RCFB Manual #5y Application Instructions: YAF for more information.
# YOUTH ATHLETIC FACILITIES

## Evaluation Criteria

Applicants provide written responses to team-scored evaluation questions 1-6 if submitting a grant application for:

- “New Facilities”
- “Improving or Renovating Existing Facilities” or
- “Maintaining Existing Facilities.” (NOT available in 2007)

## Summary of Questions and Scores

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<th>Title</th>
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<tr>
<td>Team</td>
<td>6</td>
<td>Partnerships</td>
<td>5</td>
<td>2</td>
<td>10</td>
</tr>
<tr>
<td>RCO Staff</td>
<td>7</td>
<td>Preference for outdoor fields</td>
<td>3</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>RCO Staff</td>
<td>8</td>
<td>Multi-generation use</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>RCO Staff</td>
<td>9</td>
<td>Matching shares</td>
<td>2</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>RCO Staff</td>
<td>10</td>
<td>Proximity to people</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>RCO Staff</td>
<td>11</td>
<td>GMA Preference</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>

Total possible points = 62

### KEY:

- **RCO Staff** = Question scored by RCO staff
- **Team** = Question scored by the evaluation team
- **Title** = Question title
- **Max** = Maximum points given by evaluators
- **Multiplier** = Multiplier or weight of each question
TEAM SCORED QUESTIONS
The following questions, 1-6, are scored by evaluators. Written responses are required.

1. Need. What is the community’s need for new or improved athletic facilities?

Consider the number and condition of existing 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)
- 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 new or improved facility.

In general, proposals from communities with fewer facilities and higher demand will score higher than proposals from communities with more facilities and lower demand. Applicants shall define “community.”

a. No need is demonstrated ................................................................. (0 points)
b. Modest need is demonstrated......................................................... (1-2 points)
c. Strong need is demonstrated ......................................................... (3-4 points)
d. Unusually high or urgent need is demonstrated ............................ (5 points)

Evaluators will give a maximum score of 5 that is later multiplied by 3.
2. Community Priorities. What evidence is available to support the project as a community priority? How well does the community support this project?

The applicant must demonstrate how the proposed project satisfies community athletic facility needs and provides for a priority community athletic facility. 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 one copy to your application in PRISM. If the support documentation is extensive, highlight the pertinent page(s) and provide to RCO staff. Applicants shall define “community.”

   a. No evidence presented that the proposed project satisfies the community athletic facility needs or provides for a priority community athletic facility........ (0 points)

   b. Little or modest evidence that the proposed project satisfies the community athletic facility needs or provides for a priority community athletic facility..... (1-2 points)

   c. Adequate or strong evidence that the proposed project satisfies the community athletic facility needs or provides for a priority community athletic facility................................................................. (3-4 points)

   d. There is overwhelming evidence that the proposed project satisfies the community athletic facility needs or provides for a priority community athletic facility................................................................. (5 points)

   Evaluators will give a maximum score of 5 that is later multiplied by 3.
3. **Availability.** On project completion, what is the anticipated availability of the facility during a calendar year?

Consider seasons of use, types of use, hours of use, restrictions (if any) on access. Describe the use policy for the facility, that is: what sports, leagues, teams, and players have access and under what conditions. Also, please fill in the matrix below. In the left column, write the name of the team, league, school, or organization that will use the facility, and then check the boxes to indicate which month(s) apply.

<table>
<thead>
<tr>
<th>NAME</th>
<th>JAN</th>
<th>FEB</th>
<th>MAR</th>
<th>APR</th>
<th>MAY</th>
<th>JUNE</th>
<th>JULY</th>
<th>AUG</th>
<th>SEPT</th>
<th>OCT</th>
<th>NOV</th>
<th>DEC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: Recreation League baseball</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

- a. Availability is restricted to “special interest” team or league ................................ (0 points)
- b. Availability is limited to 1 or 2 seasons and daylight hours ................................. (1-2 points)
- c. Available for 3 or more seasons ................................................................................ (3 points)
- d. Available for 3 or more seasons and extended hours .............................................. (4 points)
- e. Available year around and includes evening use....................................................... (5 points)

*Evaluators will give a maximum of 5 points.*
4. Facility Management. Does the applicant have a plan for the long-term maintenance and operation of the facility? Describe how the facility will be kept in usable condition and made available over time. Can you demonstrate how it will ensure that the land or facility will be available for the originally intended athletic uses (type of sport or sports, age of participants) throughout the project’s intended life? Describe your organization’s structure and indicate how long your organization has been involved in youth or community athletics. Do you have a written management plan for the facility? If yes, please attach a copy.

   a. Evidence is lacking, no plan presented......................................................... (0 points)
   b. Weak evidence, poor plan ............................................................................ (1 point)
   c. Evidence and/or plan is adequate................................................................. (2 points)
   d. Good evidence, plan is well done............................................................... (3-4 points)
   e. Solid evidence, outstanding plan................................................................. (5 points)

   Evaluators will give a maximum score of 5.
5. Readiness to Proceed. How soon after the grant is approved will the project begin?

Provide evidence that the applicant can move swiftly towards project completion by documenting availability of 50% match; architectural and engineering work completed; appraisal and review completed; permits secured; needed labor pool, paid or volunteer, is available. In addition to your answer, please estimate your project timeline in the matrix below.

<table>
<thead>
<tr>
<th>Acquisition: Major Activity</th>
<th>Estimated date of completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initiate land owner contact</td>
<td></td>
</tr>
<tr>
<td>Determine value (appraisal, estimate, etc)</td>
<td></td>
</tr>
<tr>
<td>Escrow</td>
<td></td>
</tr>
<tr>
<td>Closing</td>
<td></td>
</tr>
<tr>
<td>Final billing to grant (if awarded)</td>
<td></td>
</tr>
</tbody>
</table>

OR

<table>
<thead>
<tr>
<th>Development</th>
<th>Estimated date of completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning (A&amp;E) documents</td>
<td></td>
</tr>
<tr>
<td>Secure permits</td>
<td></td>
</tr>
<tr>
<td>Issue bids</td>
<td></td>
</tr>
<tr>
<td>Begin construction</td>
<td></td>
</tr>
<tr>
<td>50% completion</td>
<td></td>
</tr>
<tr>
<td>90% completion</td>
<td></td>
</tr>
<tr>
<td>Complete project</td>
<td></td>
</tr>
<tr>
<td>Final billing to grant (if awarded)</td>
<td></td>
</tr>
</tbody>
</table>

a. Significant barriers exist before the project can proceed ............................................. (0 points)
b. A number of barriers exist but steps are underway to eliminate the barriers in the next 12 months ............................................................................................................ (1-2 points)
c. Few barriers exist and are readily removed ............................................................... (3-4 points)
d. The project is ready to move forward immediately ..................................................... (5 points)

*Evaluators will give a maximum score of 5.*
6. **Partnerships.** Does the applicant have partners that bring *measurable value* to the proposed project? Does the applicant have partnership arrangements? If so, what value does the partnership bring to the project?

*Measurable value* must include money, land, labor, materials, services or other necessary support. Letters of endorsement, by themselves, are not evidence of measurable value unless they include a statement of, or reference to, the value that the endorsing person or organization is bringing to the project.

- a. None........................................................................................................................... (0 points)
- b. The applicant has a partner but there are few additional resources or little additional value as a result.......................................................................................... (1 point)
- c. Partnership offers some value toward completion of the project............... (2-3 points)
- d. Partnership results in significant value for the project................................. (4 points)
- e. The partnership will result in outstanding value for the project............... (5 points)

*Evaluators will give a maximum score of 5 that is later multiplied by 2.*
STAFF-SCORED OBJECTIVE QUESTIONS

RCO staff scores the following questions (7-11) based on objective information applicants have already submitted. No further response to these questions is needed.

7. Preference for Outdoor Fields.
   Does the project involve an outdoor athletic field?
   a. No outdoor field involved........................................................................................(0 points)
   b. One or more outdoor fields are involved..................................................................(3 points)

   Is the proposed facility sized for adult use and either usable by or adaptable to youth use?
   a. No............................................................................................................................. (0 points)
   b. Yes .............................................................................................................................(1 point)

   Is the applicant providing a matching share greater than 50 percent?
   a. No............................................................................................................................. (0 points)
   b. Yes 51 to 75 percent ................................................................................................(1 point)
   c. Yes more than 75 percent .......................................................................................(2 points)

10. Proximity to People.
    State law requires RCFB to give funding preference to projects located in populated areas. Populated areas are defined (RCW 43.51.380) 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. Is the project located in an area meeting this definition?
    a. No............................................................................................................................. (0 points)
    b. Yes ............................................................................................................................(1 point)
11. **GMA Preference.** Has the applicant made progress toward meeting the requirements of the growth management act (GMA)?

RCW 43.17.250 (GMA-preference required.)

State law requires that:

1. Whenever a state agency is considering awarding grants to finance public facilities, it shall consider whether the applicant has adopted a comprehensive plan and development regulations as required by RCW 36.70A.040 ("state law").

2. 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;
   - 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 six months out of compliance with the time periods has not demonstrated substantial progress.

3. A request from an applicant planning under state law shall be accorded no additional preference based on subsection (2) over a request from an applicant not planning under this state law.

This question is scored by RCO staff based on information obtained from the state Department of Community, Trade, and Economic Development, GMA Division. To qualify for the current grant cycle, the GMA comprehensive plan and development regulations must be completed by RCO’s Technical Completion Deadline.

   a. The applicant does not meet the requirements of RCW 43.17.250 .................................................................................. (minus 1 point)

   b. The applicant meets the requirements of RCW 43.17.250 ................. (0 points)

   c. The applicant is a nonprofit organization................................................. (0 points)

*RCO staff subtracts a maximum of 1 point; there is no multiplier.*

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‡ City and county applicants only. This segment of the question does not apply to nonprofit organizations.