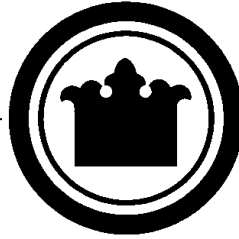


**King County Department of  
Natural Resources and Parks**  
Parks and Recreation Division

Active Sports and Youth  
Recreation Commission (ASYRC)



Sports associations, user groups,  
and other community partners

# **ADOP's**

## **Association Development and Operations Partnerships**

*Creating New Public Recreation Facilities and  
Enhancing Our Existing Facilities Through  
Partnerships and Community Empowerment*

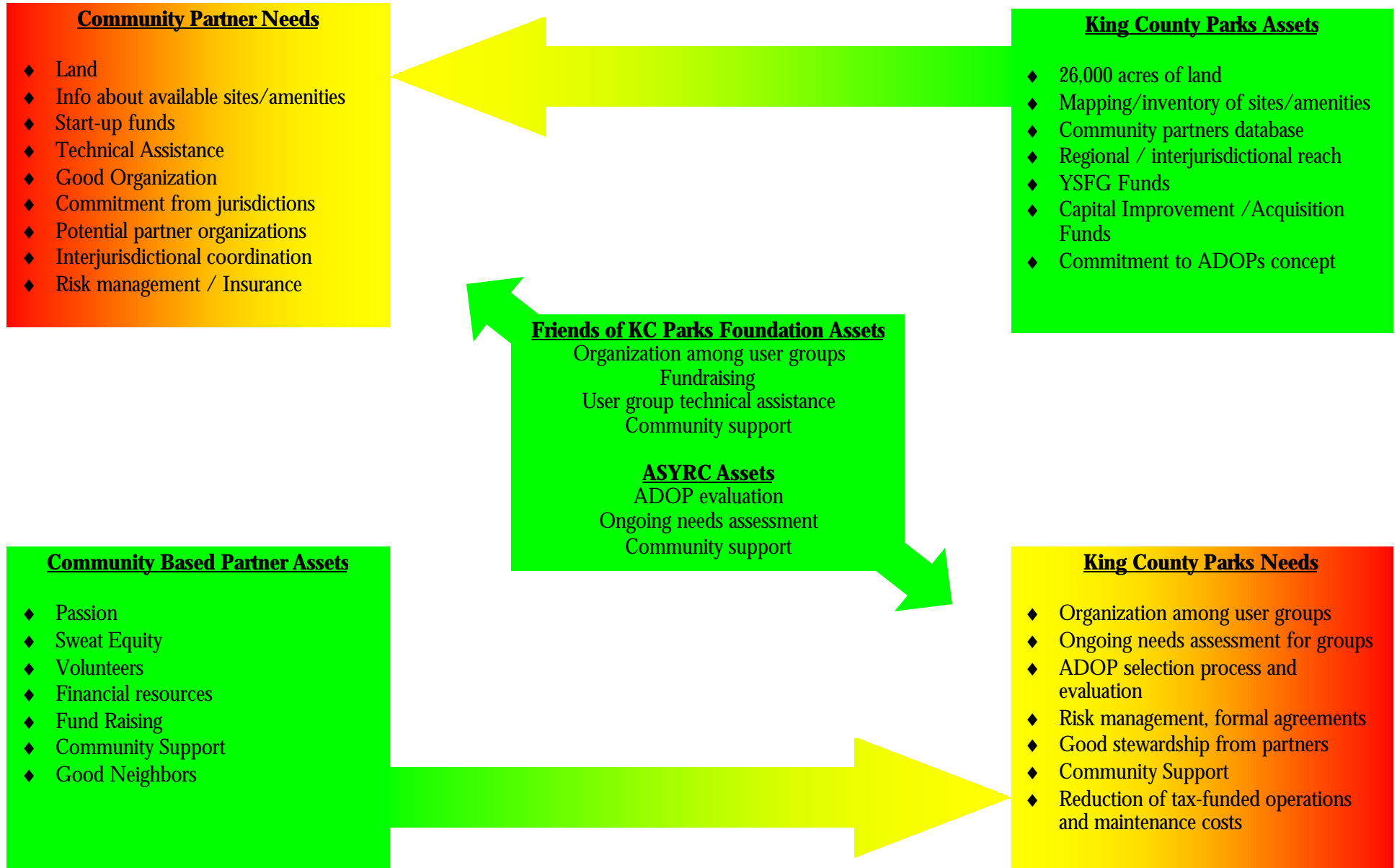
Contents:

- ADOP: A Primer
- Q&A
- Criteria Form
- Preliminary Proposal Form
- Distribution of Available Capital Grant Funds for ADOP's

## **Association Development and Operations Partnerships (ADOP ): A Primer**

- An Association Development and Operations Partnership (ADOP) is a community-based public/private partnership whereby a user group, sports association, or community-based organization develops, operates, and/or maintains a public park, sports, or recreation facility. ADOP's will often be on publicly owned land but will usually not receive public operations and maintenance funding. The facility's operations, programming, and maintenance functions are managed, provided, and funded by the ADOP partner through volunteers and other organizational resources, as well as, facility revenue. In most cases, ADOP's will simply be operating partnerships for existing facilities and/or agreements to use or otherwise develop County land for public recreation benefit. The County's contribution will typically be limited to technical assistance, land and/or facilities, and an ongoing commitment to the partnership. In some cases, capital grant funds will be available for ADOP projects. At the present time, there is no permanent ongoing funding available to distribute to ADOP projects, however, some capital funds have been made available for 2003 ADOP projects.
- An ADOP is the development, enhancement, and/or expansion of public recreation assets through community empowerment. It is an arrangement that makes users groups and community organizations equal partners in a recreation facility's success while reducing or eliminating its tax-funded operations and maintenance costs.
- ADOPs are beneficial to the community-based partners because they empower the organization members to channel their passion and energy for their particular sport or recreation opportunity directly into developing, controlling, operating, and maintaining a facility that meets their needs and their standards. ADOPs will often assist organizations in overcoming land acquisition and/or start-up challenges associated with their facility needs and goals.
- ADOPs are beneficial to the jurisdiction because they match well with typical jurisdictional assets and funding structures that are often land rich with adequate capital improvement and acquisition funds, but usually have severely diminished operations and maintenance budgets. ADOPs also help build support for the jurisdiction within the community.
- Most, if not all, revenue from an ADOP facility should go back into the facility's operations, maintenance and development and/or its specific programming including any jurisdictional costs related to the ADOP facility. In cases where additional revenue beyond these costs is generated, portions of that revenue will return to the publicly funded portions of the regional parks, sports, and recreation system, and if possible, specifically for maintenance and enhancements at the ADOP facility's surrounding site or location (i.e. large mixed-use park).
- ADOP's work best when the recreation facility has a primary purpose or activity and the ADOP partner intends to further that purpose. County sponsored ADOP's are typically limited to facilities that meet an identified regional need.
- ADOP partners must be good stewards and good neighbors.
- Successful ADOP partners will be well organized and have a community-based mission.
- ADOP's are annually reviewed agreements and require commitments from both the ADOP partner and the jurisdiction.
- In some cases, the technical, structural, financial, and programming challenges of certain types of larger facilities may not be able to be adequately managed by smaller community-based organizations and may require much larger organizations or the direct involvement of the jurisdiction.

## ADOPs: The Assets Needs Matrix for Jurisdictions and Community-Based Partners



# **ADOP Questions and Answers**

# **ADOP Questions & Answers**

## ***What is an ADOP?***

An Association Development and Operations Partnership (ADOP) is a community-based public/private partnership whereby a user group, sports association, or community-based organization develops, operates, and/or maintains a public park, sports, or recreation facility. ADOP's will often be on publicly owned land but will usually not receive public operations and maintenance funding. The facility's operations, programming, and maintenance functions are managed, provided, and funded by the ADOP partner through volunteers and other organizational resources, as well as, facility revenue. The public entity will usually provide land, technical assistance, and in some cases, capital improvement grants or other one-time funds necessary for the ADOP's initial development.

## ***What is the purpose of ADOP's?***

The purpose of ADOP's is to empower communities to become equal partners in the creation and overall success of parks, sports, and recreation facilities. As public funds for the operations and maintenance of these facilities continues to decline, ADOP's become the best tool for enhancing existing facilities and creating new facilities that meet the ever increasing demands of active and passive park, sports, and recreation users. By empowering sports organizations, user groups, and other organizations through ADOP's their passion and commitment can now become a valuable asset to the long-term success of any given facility. ADOP's are intrinsically compatible with the short-term reality and long-term likelihood that while public capital improvement funds for buying land, and constructing facilities are sometimes available, funds for the ongoing operations and maintenance of facilities are becoming increasingly scarce. ADOP's present a unique opportunity for the needs and assets of both the County and the users to be mutually matched in the best interest of the public.

In short, the ADOP Program has three goals:

- Address present and future regional public parks, sports, and recreation facility needs without new tax funded operations and maintenance costs.
- Empower user groups, sports associations, and other community-based organizations to leverage their commitment, passion, and resources into long-term, high quality, self-sustaining public parks, sports, and recreation facilities.
- Develop a region-wide support network of users, organizations, and citizens, in general, whose successes are interconnected with the political, financial, and operational successes of the region's park, sports, and recreation system.

## ***What kinds of organizations can enter into ADOP agreements with the county?***

Essentially any compatible community-based organization can become a partner with the County through an ADOP. Successful partner organizations will typically be non-profit with a specific mission in an area of interest pertaining to parks, sports, and recreation. They will often be sports associations and user groups, but can also be community organizations and neighborhood associations. Organizational interests might include active sports (youth, adult, senior), passive recreation, or mixed-use recreation or any combination thereof. Successful partners will be well organized, have good leadership, and a strong commitment to the project/facility/site that cannot be negatively impacted by other activities of the organization. An open organizational membership and or non-exclusive participation is a must and the user-base and programming for the proposed facility must be public in nature and be available in the same manner as what would likely be provided by the public entity.

## ***What are the ADOP community partner's needs and assets in an ADOP agreement?***

Typically, sports organizations, user groups, and other community organizations that have facility needs, do not have the financial wherewithal to purchase land and develop a facility that meets those needs. Land is very expensive in the Puget Sound region and construction costs for many parks, sports, and recreation facilities are

often out of reach for most organizations. Many of these organizations, however, have a wealth of programming experience, operational expertise, volunteer labor, and overall organizational commitment to their respective activity and if given land or an existing facility can leverage those assets into wonderful community park, sports, and recreation gems.

### ***What are the County's needs and assets in an ADOP agreement?***

The County is committed to addressing regional parks, sports, and recreation needs. Due to a perfect storm of circumstances, however, the County is facing diminishing operations and maintenance funds that do not adequately cover the basic maintenance of its existing 26,000-acre system nor any future expansions. The inadequate operations and maintenance funds also do not allow for the higher level of maintenance and care that any given site's users might desire. The County does, however, have a lot of land and many existing facilities that have huge potential under the care of empowered community-based organizations. The County also has technical expertise and the willingness to commit small amounts of capital grant funds, when available, to ADOP's that are likely to have long-term success.

### ***How does an organization get information about potential sites available for ADOP's?***

Essentially any land owned by the Division of Natural Resources and Parks can be considered for an ADOP. It is important to understand, however, that many properties have environmental protections, zoning restrictions, and other limitations that may make them incompatible with certain activities. A list of properties, in general, is available on the Division's website at [www.metrokc.gov/](http://www.metrokc.gov/)\_\_\_\_\_. Maps depicting various properties throughout the County can also be generated online at \_\_\_\_\_. If the organization is unsure about possible matches with their specific facility needs, they should contact the ADOP Manager to discuss potentially compatible locations, properties, and/or existing facilities. Although the County cannot broker ADOP's on behalf of local jurisdictions, it may have mapping and inventory information that may identify compatible sites owned by other jurisdictions. While other jurisdictions may or may not embrace the ADOP concept, the County wants to make every effort possible to identify a potential site for all willing ADOP partners.

### ***An organization has a site in mind, what is the next step?***

The organization should complete an ADOP Consideration Preliminary Proposal form. The form is available online at \_\_\_\_\_ or you can contact the ADOP Manager at (206) 263-6214 or [tj.davis@metrokc.gov](mailto:tj.davis@metrokc.gov) for a copy. The completed form will initiate the consideration process. As mentioned before, there are often uncontrollable limitations at some sites. The consideration form is less of an actual application than it is more of an information-gathering tool to consider the feasibility of the proposal and the required elements of a potential agreement. After the proposal is reviewed and its likelihood for success determined, a more detailed discussion will commence regarding the overall details of the plan and the eventual drafting and approval of a final agreement.

### ***What criteria are used in considering ADOP's?***

The ADOP consideration process is merit-based and is not intended to be competitive between potential partners. There are specific organizational features and proposal components that will be considered in determining whether any given potential ADOP agreement has likelihood for long-term success. These include the organization's history, commitment, and overall status, the demonstrated regional need for the facility, and the merits of the operational/financial plan and all other aspects pertaining to the comprehensive implementation of the proposal. The actual consideration criteria are included with the Proposal Consideration packet. Separate potential partners proposing different projects for the same site will be encouraged to work together.

### ***Who reviews the ADOP proposal?***

A small team consisting of citizen user group leaders, parks property planning, and parks management will use their collective expertise to determine the likelihood of a proposal's long-term success based on the criteria mentioned above. The team will return the proposal with suggestions if there are elements that need additional work, and/or may follow-up with the potential partner with specific questions on various components. If the

proposal is accepted by the team, it advances to more detailed discussions over a draft agreement that is drawn up by the ADOP Manager. The goal of the review is to ensure that both the County and the potential partner's interests are properly addressed. It is intended to be a constructive process.

***Does the partnering organization need liability insurance to enter into an ADOP agreement? What options are available for insurance?***

In most cases, an ADOP agreement will require that the ADOP partner have at least basic liability insurance and, in many cases, that the ADOP partner list the County as an additional insured. Need for liability insurance and at what levels will be determined in the agreement consideration process and will typically include factors such as the risk level of the activities in question, the operational value of the ADOP facility, and other aspects as needed to insure proper risk management.

In many cases, federated governing bodies and other state and national affiliate organizations carry insurance on behalf of their member organizations. Often, the coverage provided by these policies is specially designed for the activity type in question, hence, may also cover the activities of the ADOP agreement. Organizations should check with their insurance carrier for more information.

***What are the typical lengths and types of the agreements?***

Agreements can range from 1 year to 20 years or more depending on the needs of the partnering organization and the County. Typically, larger projects involving capital construction and significant financial commitments will have much longer agreements in order to protect the investment of the partnering organization. Longer term partnerships will usually also require Council approval. Most agreements will be subject to an annual review that will determine whether the tenets of the agreement are being adequately addressed and will identify corrective measures that might be needed. Failure to address the identified problem areas may result in a pre-mature termination of the agreement and/or transfer of the project/facility to another organization. While the County does not expect this to happen, it is important that the publicly owned asset is properly protected and that the partnering organization is a good steward. Details regarding the overall length of the agreement and compliance measures are developed as part of the agreement negotiations and may vary depending on the nature of the proposed project.

While certain features may be different for any given site, there are essentially 5 generic types of ADOP's and 3 likely levels within each type that most partnerships will likely fall into:

**ADOP Type 1: Supplemental Maintenance**

An agreement for an ADOP partner to provide additional ongoing maintenance for an existing facility/site in conjunction with the existing County maintenance resources. Typical Term: 1 to 5+ years

**ADOP Type 2: Supplemental Maintenance/Operation and Programming**

An agreement for an ADOP partner to provide additional ongoing maintenance for an existing facility/site in conjunction with the existing at-large jurisdictional maintenance resources, as well as, programming, scheduling, and/or other recreation activity coordination. Typical Term 1 to 5+ years

**ADOP Type 3: Full Maintenance**

An agreement for an ADOP partner to provide complete ongoing maintenance for an existing facility/site. Typical Term: 5 to 10+ years

**ADOP Type 4: Full Maintenance/Operation and Programming**

An agreement for an ADOP partner to provide complete ongoing maintenance for an existing facility/site, as well as, programming, scheduling, and/or other activity coordination. Typical Term: 5 to 10+ years

**ADOP Type 5: Development/Construction, Full Maintenance/Operation, and Programming**

An agreement for an ADOP partner to develop and construct a new facility and provide complete ongoing maintenance, as well as, programming, scheduling, and/or other activity coordination. Typical Term: 10 to 20+ years

**Level A: Small Facility**

An ADOP agreement containing a facility that has a capital and operational value that is less than \$100,000 and is less than 1 acre in size

**Level B: Medium Facility**

An ADOP agreement containing a facility that has a capital and operational value that is between \$100,000 and \$250,000 or is between 1 acre and 10 acres in size

**Level C: Large Facility**

An ADOP agreement containing a facility that has a capital and operational value that is greater than \$250,000 or exceeds 10 acres in size

**Examples:**

- ADOP Type 5C: 60 Acres Soccer Complex
- ADOP Type 4B: Sammamish Rowing Association Boathouse
- ADOP Type 4C: SODA Dog Park at Marymoor
- ADOP Type 2C: Marymoor Velodrome
- ADOP Type 1A: Organization XYZ maintains pitcher's mound and baselines at Field ABC
- ADOP Type 5A: Club ABC builds and maintains a horseshoe pit at Park XYZ
- ADOP Type 3B: Climbing Club XYZ maintains climbing rock at Park ABC

***How do ADOP's interface with existing and future County labor agreements?***

The County respects its workforce and is deeply committed to abiding by the labor agreements that protect the rights and working conditions of its employees, and in this case specifically, its park maintenance employees. The County's park maintenance employees are highly skilled and very knowledgeable of the technical issues pertaining to maintaining our park assets. For the most part, ADOP's will be new facilities on fallow properties where there will be no impact on existing work. In some cases, however, ADOP proposals might include elements that interact with or otherwise impact existing work being performed by County maintenance employees. There is an overabundance of park enhancement work within the County park system, hence, the County is confident that it can negotiate with labor leadership to mitigate any actual or perceived impacts on specific work duties at specific sites in a manner that is in the best interest of represented employees.

**Important resources and contacts:**

- **T.J. Davis, ADOP Manager, King County Division of Natural Resources and Parks**  
**Phone: (206) 263-1614**  
**Email: tj.davis@metrokc.gov**

*For applications, maps, site possibilities, agreement management, or other information about the ADOP process.*

- \_\_\_\_\_, **Executive Director, Friends of King County Parks Foundation**  
**Phone:**  
**Email:**

*For more information about getting organized, potential funding sources, technical advice, and other direct and indirect support.*

- \_\_\_\_\_ **Chair, King County Active Sports and Youth Recreation Commission**  
**Phone:**  
**Email:**

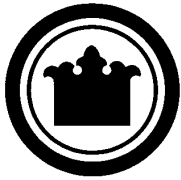
*For information about regional needs, coordination with other user groups, and multijurisdictional possibilities.*

**Additional information attached:**

- "Steps for Forming a 5013(c) Organization"
- "An Insurance Guide for Non-Profit Organizations"
- ADOP Preliminary Proposal Submission Form (designed to be filled out electronically)
- ADOP Preliminary Proposal Evaluation Criteria



# Criteria Form



King County Department of Parks and Natural Resources  
**ADOP Preliminary Proposal Evaluation Form**

ADOP Project Proposal: \_\_\_\_\_

Selection Panel Member: \_\_\_\_\_

**Project, Facility, Plan**  
50

Criteria	Total	Score
<p><b><u>Regional Scope</u></b>            The proposed ADOP project's scope, planned user base, location, and/or other components have regional implications.             (See details on reverse side)</p>	10	—
<p><b><u>Recreation Programming Need</u></b>            The proposed ADOP project meets a specific regional recreation need and has an appropriate public user base.             (See details on reverse side)</p>	10	—
<p><b><u>Project Plan and Budget</u></b>            The proposed ADOP project plan and budget are well designed, well documented, and ready for implementation.             (See details on reverse side)</p>	10	—
<p><b><u>Revenue Plan</u></b>            The proposed ADOP project has a well-designed revenue plan and/or will reduce or otherwise not add to County funded O&amp;M costs.             (See details on reverse side)</p>	10	—
<p><b><u>Neighborhood Relations &amp; Stewardship</u></b>            The proposed ADOP project has considered its community neighbors and has proper mitigation measures for any identified neighborhood impacts. Good stewardship elements are present.             (See details on reverse side)</p>	10	—

**ADOP Partner Organization**  
30

Criteria	Total	Score
<p><b><u>Organizational Standing</u></b>            The ADOP applicant organization is well organized, is in good legal and financial standing, has a healthy history, and possesses dedicated leadership.             (See details on reverse side)</p>	10	—
<p><b><u>Organizational Mission</u></b>            The ADOP applicant organization has a mission that is community-based and closely matches the primary purpose of the proposed ADOP project.             (See details on reverse side)</p>	10	—
<p><b><u>Community Outreach</u></b>            The ADOP applicant organization has a strong community outreach plan that supports the mission and philosophies of the King County Department of Parks and Natural Resources.             (See details on reverse side)</p>	10	—

**County Funding Needed**  
20

Criteria	Total	Score
<p><b><u>No County Funding Needed</u></b>            The proposed ADOP project does not require additional King County funds, grants, or other financial assistance for its initiation or completion.             (See details on reverse side)</p>	20	—

Or

Criteria	Total	Score
<p><b><u>County Funding</u></b>            The proposed ADOP project needs a small amount of County capital start-up funding, but otherwise has a budget and revenue plan that leverages the initial investment into long-term financial success.             (See details on reverse side)</p>	10	—
<p><b><u>Funding Match</u></b>            The proposed ADOP project has a significant funding match. A minimum of 50% is required.             (See details on reverse side)</p>	10	—

### **Regional Scope**

The proposed ADOP project's scope, planned user base, location, and/or other components have regional implications. *A regional facility will usually have a significant amount of its user base come from the entire County and/or will have unique features or otherwise represent a use that makes it regional.*

### **Recreation Programming Need**

The proposed ADOP project meets a specific regional recreation programming need and has an appropriate user base. *The ADOP proposal must demonstrate a need for the facility. Need should be demonstrated by gaps in recreation programming/facilities, the uniqueness of the proposed facility, user base, shortages, or other determinations. The proposal should demonstrate that the project will serve a public need and have a public user base. Conclusions should be well documented and include as much supporting data as possible.*

### **Project Plan and Budget**

The proposed ADOP project plan and budget are well designed, well documented, and ready for implementation. *Successful ADOP proposals will have a clear project plan and budget. All aspects of the project should be accounted for and realistic project timelines and task assignments should be delineated. The budget should clearly identify all costs, actual sources of revenue, and other financial information. Tasks assignments should demonstrate that the assigned persons have the required expertise and knowledge to carry out any given component. The overall presentation should indicate the proposals likely successful start-up and long-term viability.*

### **Revenue Plan**

The proposed ADOP project has a well-designed revenue plan and/or will otherwise reduce County funded O&M costs. *Proposed projects that include facility fees and/or other facility related revenue should have a well designed revenue plan that strikes a balance between facility costs, revenue generation, and user affordability. Proposals that bring additional revenue back to the public funded portions of the park system should also be recognized.*

### **Neighborhood Relations and Stewardship**

The proposed ADOP project has considered its community neighbors and has proper mitigation measures for any identified neighborhood impacts. Good stewardship elements are present. *Good neighborhood relations include mitigation of traffic, parking, light, noise, or other impacts that the proposed facility might bring. This may also include an enforceable user conduct agreement. Good stewardship includes proper environmental practices, protection of the land/resources, and overall care of the site that ensures its environmental health and long term value.*

### **Organizational Standing**

The ADOP applicant organization is well organized, is in good legal and financial standing, has a healthy history, and possesses dedicated leadership. *This includes all proper filings (i.e. 5013c or other) and/or other organizational components. Preference should be given for proposed partner organizations that have demonstrated leadership and that have a healthy history.*

### **Organizational Mission**

The ADOP applicant organization has a mission that is community-based and closely matches the primary purpose of the proposed ADOP project. *Propose ADOP partners should either primarily focus on the operation of the ADOP facility or have the necessary resources if there are additional components to their mission. Community-based programming and other components should be built into the overall purpose and operations of the partner and the ADOP facility.*

### **Community Outreach**

The ADOP applicant organization has a strong community outreach plan that supports the mission and philosophies of the King County Department of Parks and Natural Resources. *This includes a marketing plan that champions the partnership (website, brochures, on-site signage, or other materials) and informs the public about the ADOP facility's history, programming, and public availability.*

### **No County Funding Needed**

The proposed ADOP project does not require additional King County funds, grants, or other financial assistance for its initiation or completion. *This includes instances where only land is needed and/or the ADOP proposal does not otherwise require capital funding or start-up grants from the County.*

### **County Funding**

The proposed ADOP project needs a small amount of County capital or start-up funding, but otherwise has a budget and revenue plan that leverages the initial investment into long-term financial success. *Larger amounts must demonstrate a significant public return in service, revenue, or other value. The ADOP proposal cannot include any additional and ongoing elements of publicly funded O&M costs.*

### **Funding Match**

The proposed ADOP project has a significant funding match (cash or in-kind). A minimum of 50% is required. *The match can come through other grants, leveraged funds, loans, donations, and/or in kind services. Future revenue projections cannot be used for a funding match.*

# **ADOP Preliminary Proposal Form**



King County Dept. of Natural  
Resources and Parks  
201 S. Jackson Street, Ste 700  
Seattle, WA 98104  
Phone: (206) 296-6500  
Fax: (206) 296-3749  
TTY: (800) 833-6388

**Internal Use Only**

Ref:  
Review:  
Action:  
Status:

## ADOP Consideration: Preliminary Proposal

*The purpose of this document is to initiate the ADOP consideration process. This is not an agreement. This is an informational tool that will identify the necessary components of a potential agreement. Although typically not a competitive process, ADOP proposals will be reviewed by a panel represented by user groups and agency staff. The panel will use specific criteria (attached) and overall judgement to determine the proposal's potential for long term success. There will be opportunity to correct the proposal to address any concerns raised by the panel. Once the panel approves the proposal's overall concept, a draft agreement will be prepared and may require additional technical, administrative, and legal details. The draft agreement will be subject to further review and approval prior to implementation.*

This form is designed to be filled out electronically. You can download a MS Word version at: \_\_\_\_\_  
The fields will move down and expand as you type. You may attach any supporting documents or other information as needed.

### Section 1: Basic Information

Proposal Name:

Organization / Association Name:

Proposed Site: (Include location, scope, what section(s), total acreage, etc.)

Proposed facility / program: (Basic information only, details in later section)

Organization Contact Info:

Principal Contact:  
Organization Address:

City:                      Zip:  
Phone:                    Cell:                      Fax:  
Email:  
Web Page:

Project Contact Info (If different):

Project Contact:  
Organization Address:

City:                      Zip:  
Phone:                    Cell:                      Fax:  
Email:

## Section 2: Project/Facility and Implementation Plan

### 2(a). Regional Scope:

*Describe the proposed project's regional scope. Demonstrate that the planned user base, location, and/or other components have regional implications.*

### 2(b). Regional Recreation and/or Programming Need:

*Describe the proposed project's regional programmatic scope. Demonstrate that the planned user base, location, and/or other components have regional implications. Discuss the public use and overall programming strategy for the proposed facility(s), including any potential public limitations.*

### 2(c). Project Plan and Budget:

*Describe the proposed project's implementation plan and budget. Provide detailed information about the costs, timelines, and all other aspects pertaining the project's overall implementation. Attach supporting materials, if necessary.*

### 2(d). Revenue Plan: (if applicable)

*Describe the proposed project's revenue plan, if applicable. Include user fees, rentals, or any other revenue generation components of the project. Describe how the revenue will be calculated and how it will be used.*

### 2(e). Neighborhood Relations & Stewardship: (if applicable)

*Describe the proposed project's potential impact on neighborhood relations and the environment. Demonstrate that the proposal has adequately considered any perceived or actual impacts and has appropriate mitigation measures.*

## Section 3: Organization Details

### 3(a). Organizational Standing

*Describe your organization's overall structure and legal/financial standing. Indicate the organization's history and its overall leadership.*

### 3(b). Organizational Mission

*Describe your organization's mission. Demonstrate that is community-based and closely matches the primary purpose of the proposed ADOP project.*

### 3(c). Community Outreach

*Describe your organization's community outreach plan. Demonstrate how it will support the mission and philosophies of the regional park system and, specifically, the King County Department of Natural Resources and Parks.*

## Section 4: County Capital or Other County Financial Assistance

### 4(a). No County Needed

Check here if no County capital funding or other County financial assistance is needed (ongoing O & M funding is not available)

### 4(b). County Capital Funding or Other County Financial Assistance Request

*If the proposed project needs initial capital funding or initial start-up money please indicate the amount. Please indicate what the funds would be used for and demonstrate how the funds will be leveraged into long term success.*

**Amount:**

### 4(c). County Capital Funding or Other County Financial Assistance Funding Match

*Discuss your organization's funding match for the requested amount. Matches can include additional grants, donations, or other funds, as well as, materials, equipment, or other capital donations, but for the purposes of this criteria does not include in-kind services (i.e. volunteer labor).*



## Section 5: Other Information

### 5(a). Organization Materials (if applicable)

*Please indicate the availability of the following materials by checking the box and attaching a copy.*

- Organization Brochure
- Organization Newsletter (attach recent issue)
- Organization's membership rules and/or code of conduct

### 5(a). Technical Documents (if applicable)

*Please indicate the availability of the following materials by checking the box and attaching a copy.*

- Proof of 501 3(c) Status
- Proof of Organizational Liability Insurance
- Any technical documents (ESA, permits, blueprints, etc.), already available, that are related to the proposed site and/or the project's implementation. *The County understands that many technical documents and required processes will not be pursued until after an agreement is in place.*

# **Distribution of Grant Funds for ADOP's**

## **Distribution of Available Capital Grant Funds for ADOP's**

An Association Development and Operations Partnership (ADOP) is a community-based public/private partnership whereby a user group, sports association, or community-based organization develops, operates, and/or maintains a public park, sports, or recreation facility in partnership with the County. ADOP's will often be on County and/or other publicly owned land but will usually not receive public operations and maintenance funding. The facility's operations, programming, and maintenance functions are managed, provided, and funded by the ADOP partner through volunteers and other organizational resources, as well as, facility revenue. In most cases, ADOP's will simply be operating partnerships for existing facilities and/or agreements to use or otherwise develop County land for public recreation benefit. The County's contribution will typically be limited to technical assistance, land and/or facilities, and an ongoing commitment to the partnership. In some cases, capital grant funds will be available for ADOP projects. At the present time, there is no permanent ongoing funding available to distribute to ADOP projects, however, some capital funds have been made available for 2003 ADOP projects. The County is committed to finding ways to make additional funding available in the future on an annual basis.

This document briefly describes the tenets of distributing available capital funds for ADOP projects.

### **The following tenets will be followed regarding the distribution of grant funds for ADOP's:**

- ADOP's receiving funding must score at least 90 points on the criteria evaluation. Although, ADOP's that score less may be approved for a partnership agreement, capital grants are reserved for ADOP's with the highest guarantee for long term success. (See ADOP Evaluation Form for more information.)
- Priority for grant awards will be given to ADOP projects that address the most pressing parks, sports, or recreation facility needs as determined by the Active Sports and Youth Recreation Commission and the Department of Natural Resources and Parks.
- For the 2003 budget year, grants may range from \$1000 to \$100,000. In the future, larger grants may be available if additional funds are made available for the ADOP Program. Individual amounts for any given ADOP project will be determined in a manner that maximizes the public benefit from the total grant funds available. Consideration for each individual grant amount will include all the criteria used to initially score the individual ADOP proposal, with emphasis on the match amounts, the public recreation return on the investment, and, the financial history and/or health of the ADOP applicant. Ultimately, the review team will also consider the contribution that any individual grant makes to the cumulative public benefit of all the grants.
- Capital grants will be distributed to winners in a manner that ensures proper use and accountability. ADOP's that receive grant funds will have additional stipulations in their partnership agreements that protect the public investment through County oversight of the project's development timeline, the project's budget, and any other aspects required to guarantee that the grant funds are translated into a successful public recreation benefit.