



**KING COUNTY**

1200 King County Courthouse  
516 Third Avenue  
Seattle, WA 98104

**Signature Report**

**April 1, 2003**

**Motion 11680**

**Proposed No.** 2003-0096.2

**Sponsors** Edmonds

1           A MOTION approving the parks division's March 6, 2003,  
2           program policies and project selection guidelines for  
3           distribution of funds for the association development and  
4           operating partnerships program, as required by Ordinance  
5           14517.

6  
7  
8           WHEREAS, there are many parks, sports and recreation facility and program  
9           needs throughout King County, and

10           WHEREAS, there are many user groups, sports associations and other community  
11           organizations willing to partner with King County to address those needs, and

12           WHEREAS, the county executive and the citizen-based active sports and youth  
13           recreation commission have developed selection criteria and other tenets for  
14           public/private partnerships entitled association development and operations partnerships  
15           (ADOPs), and

16 WHEREAS, ADOPs agreements will empower user groups, sports associations  
17 and community organizations to either enhance existing facilities or create new facilities,  
18 or both, without new King County operations and maintenance costs, and

19 WHEREAS, some ADOPs agreements may require either capital grants or other  
20 startup funds, or both, to assure long-term success, and

21 WHEREAS, the county executive has a protocol for dissemination of and  
22 accountability for ADOPs grant funds, and

23 WHEREAS, the council wishes to assure that the selection of projects to receive  
24 ADOPs grant funding corresponds with the best interests of the public and the parks  
25 system, and

26 WHEREAS, the council included a requirement in Ordinance 14517 that ADOPs  
27 funding could be spent only after approval by the council of program policies and project  
28 selection guidelines for the program, and

29 WHEREAS, the county executive has transmitted the required program policies  
30 and project selection guidelines for the program;

31 NOW, THEREFORE, BE IT MOVED by the Council of King County:

32 The program policies and project selection guidelines for program administration

33 and for distribution of funds for association development and operations partnerships are  
34 hereby approved.  
35

Motion 11680 was introduced on 3/3/2003 and passed by the Metropolitan King County Council on 3/31/2003, by the following vote:

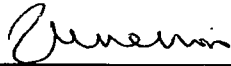
Yes: 10 - Ms. Sullivan, Mr. von Reichbauer, Mr. Phillips, Mr. McKenna, Mr. Constantine, Mr. Pullen, Mr. Gossett, Ms. Hague, Mr. Irons and Ms. Patterson  
No: 0  
Excused: 3 - Ms. Edmonds, Ms. Lambert and Mr. Pelz

KING COUNTY COUNCIL  
KING COUNTY, WASHINGTON



Cynthia Sullivan, Chair

ATTEST:



Anne Noris, Clerk of the Council

**Attachments**      A. Association Development and Operations Partnerships program policies and project selection guidelines

<b><u>Program Policies and Project Selection Guidelines</u></b> <b>Association Development and Operations Partnerships</b>	
<b>Background</b>	<p>The ADOPs concept was first formally referenced in the 2002 report of the ASPyRE Commission, in response to the continuing and growing need for active recreation opportunities and facilities, concurrent with a continuing funding crisis for the Parks and Recreation Division of DNRP. The Statement of Facts of the Parks Omnibus legislation (Ordinance 14509) also referenced "arrangements in which nonprofit sports organizations assume responsibility for maintaining and operating active recreation facilities", and the 2003 county capital and operating budgets provided funding support for such partnerships. The proposed Parks Levy additionally provides funding for "recreation grant programs" which would support such partnerships. There are already excellent examples of the ADOP model in the King County park system including off-leash dog areas, rowing facilities, soccer complexes, and others. The purpose of the ADOP Program is to institute a formal platform, including policies and criteria, on which this type of public private partnership can be readily supported by the Division, the Executive, and Council, and easily implemented throughout the County where existing and future partnership opportunities reside.</p>
<b>Association Development and Operations Partnership: Definition</b>	<p>An Association Development and Operations Partnership (ADOP) is a community-based public/private partnership which develops, enhances or expands public recreation assets, 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 be on County-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 community-based 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.</p>
<b>Goals</b>	<ul style="list-style-type: none"> <li>• Address present and future regional public parks, sports, and recreation facility needs without new tax funded operations and maintenance costs.</li> <li>• 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.</li> <li>• 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.</li> </ul>
<b>Eligible Partner Organizations</b>	<p>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 and will always be focused on serving the public. 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</p>

	<p>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 County.</p>
ADOP Site	<p>The ADOP project will be developed or operated and maintained on a site within lands owned by the Department of Natural Resources and Parks. Active sports such as soccer, rugby, baseball or similar sports may be developed at sites with active designation only, except where a re-designation of a parks facility is made by the Parks and Recreation Division to accommodate an active sports function.</p>
Role of the County	<p>The County will meet existing and future regionally identified recreation needs using the ADOP Program. It will provide the compatible land and/or an appropriate existing park space or recreational facility where an ADOPs project will occur. It may also provide technical assistance to ADOPs applicants and partners; and, in some cases, capital grants or other start-up funds when they are available. While the County commitment to the partnering ADOP organization itself is subject to periodic review, the philosophical commitment to meeting the specifically identified regional public recreation need via an ADOP facility is much more permanent.</p>
Role of the ADOP Partner	<p>The Partner will provide varying forms of support as agreed in a 'project agreement' for the ADOP partnership, including one or more of the following:</p> <ul style="list-style-type: none"> <li>• Supplemental or full maintenance,</li> <li>• Facility operation;</li> <li>• Facility programming;</li> <li>• Facility construction and development.</li> </ul> <p>The partner will serve the public and uphold every tenet of the ADOP philosophy in all aspects of the development, operation, maintenance, and programming of the ADOP facility.</p>
Role of the Active Sports and Youth Recreation Commission (ASYRC)	<p>ASYRC will assist the Division and the potential ADOP partners in regional recreation needs analysis, coordination among user groups, outreach, and community support. The ASYRC will also provide technical assistance, feedback, and other information to newer user groups and sports organizations in their efforts to propose ADOP projects. The ASYRC will work closely with the NW Parks Foundation (<a href="http://www.nwparks.org">www.nwparks.org</a>), user groups, and other organizations to shepherd the tenets of the ADOP philosophy in all applicable jurisdictions and arenas</p>
Community Support	<p>In considering applications for ADOPs partnerships, the Parks and Recreation Division will take into full account the support of the surrounding community for the proposal. Project proponents will need to demonstrate active communication with the local community, and the extent to which there is support or opposition to the project. This includes existing site users, organization, neighbors, and other stakeholders.</p>
Environmental Concerns	<p>ADOPs projects have the potential to impact the local environment, depending on the natural condition of the site on which the project is proposed, the nature and size of the project, the anticipated traffic drawn to the project site, and similar concerns. Projects which minimize environmental impacts or are otherwise compatible with existing use patterns or designations will be favored over those with greater adverse impacts.</p>

Need	ADOPs projects have the potential to serve recreational interests and demands of participant groups of varying sizes, and to provide facilities that uniquely support the particular recreational interests for a given geographic area. Projects which serve demonstrably larger numbers of persons, which provide unduplicated facilities for a given geographic area, or are otherwise "regional" and/or unique will be favored. Projects which dislocate existing use and/or create new recreation needs will have a much less likelihood for approval.
Public Access	While the ADOPs partner may control the public programming for the approved facility, participation by any interested person is required. The most appropriate public programming of an ADOP facility will vary depending on the nature of the ADOP's primary activity and will be determined in the ADOP agreement in a manner that maximizes the public benefit. Some ADOP facilities will require reserved access and other controls to maximize the variety of use of the facility while ensuring its safety and quality. This is especially true for specialized ADOP facilities.
Permitting	Where there are permits and environmental review is required from local, state or federal agencies for facility development, the ADOPs partner will be fully responsible for securing such permits
Facility Ownership	Legal ownership of any facility constructed on lands owned by the Parks and Recreation Division shall be retained by the Parks and Recreation Division
Future Disposition	The ADOPs partner must include provision for the disposition of the facility in the event that the partner, at some future date, no longer has the interest or ability to program, operate and maintain the facility pursuant to the partnership agreement.
Liability	The ADOPs community partner will be fully liable for any claims resulting from activities or incidents within or associated with any facility constructed pursuant to an ADOPs partnership agreement. The ADOPs partner must demonstrate evidence of liability insurance coverage for any such incident, and must name the Parks and Recreation Division as an additional insured party.
Labor	ADOPs projects should predominantly provide support to new recreation facilities or services which will not impact the existing body of work of organized labor. Where the proposed project is to provide community volunteer support for an existing park activity or function, the ADOPs community partner must demonstrate communication with, and support from, any affected labor organization.
Operational Costs	ADOPs projects must demonstrate that they will not result in additional operations and maintenance expenses for the Parks and Recreation Division.
Non-Profit status	ADOPs community partnerships will be entered into with non-profit organizations, which have achieved designation as 501c (3) organizations via the federal tax code

<p><b>Facility Admission or Participation Charges</b></p>	<p>The ADOPs partner may establish fees or charges for use of facilities constructed pursuant to an ADOPs partnership, subject to the following guidelines:</p> <ul style="list-style-type: none"> <li>• Any fee must be reviewed by the ADOP review team and approved by the director of the Parks and Recreation Division. The application and policies addressing fees must be expressly addressed in the ADOP Agreement.</li> <li>• Revenue generated from any fee must first be used to offset the cost of operations and maintenance of the facility</li> <li>• Fee revenue in excess of that necessary to offset operations and maintenance costs must be shared with the Parks and Recreation Division, for use in the support of Park operations and maintenance. Forwarded revenues will first be used in support of needs at the park in which the subject facility is located.</li> <li>• The ADOPs partner must demonstrate the ability to manage and account for revenues according to generally accepted accounting principals, and must be prepared to participate in any audit of revenue management functions</li> </ul>
<p><b>Reporting</b></p>	<p>The ADOPs partners who are approved for ADOPs partnerships will be required to provide an annual report to the Parks and Recreation Division on project implementation. This may include the following components:</p> <ul style="list-style-type: none"> <li>• User Participation</li> <li>• Contacts from the surrounding community</li> <li>• Revenues and expenditures</li> <li>• Other details per the ADOP agreement</li> </ul>
<p><b>Length of agreements</b></p>	<p>Agreements can range from 1 year to 20 years or more depending on the needs of the partnering organization, the County and the public. 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 premature termination of the agreement and/or transfer of the project/facility to another organization.</p>
<p><b>Types of agreements</b></p>	<p><b>ADOP Type 1: Supplemental Maintenance</b>  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</p> <p><b>ADOP Type 2: Supplemental Maintenance/Operation and Programming</b>  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</p> <p><b>ADOP Type 3: Full Maintenance</b>  An agreement for an ADOP partner to provide complete ongoing maintenance for an existing facility/site. Typical Term: 5 to 10+ years</p> <p><b>ADOP Type 4: Full Maintenance/Operation and Programming</b>  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</p>

	<p><b>ADOP Type 5: Construction, Full Maintenance/Operation, and Programming</b>          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</p> <p><b>Level A: Small Facility</b>          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</p> <p><b>Level B: Medium Facility</b>          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</p> <p><b>Level C: Large Facility</b>          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</p> <p><b>Examples:</b></p> <ul style="list-style-type: none"> <li>• ADOP Type 5C: 60 Acres Soccer Complex</li> <li>• ADOP Type 4B: Sammamish Rowing Association Boathouse</li> <li>• ADOP Type 4C: SODA Dog Park at Marymoor</li> <li>• ADOP Type 2C: Marymoor Velodrome</li> <li>• ADOP Type 1A: Organization Z maintains pitcher's mound and baselines at Field B</li> <li>• ADOP Type 5A: Club C builds and maintains a horseshoe pit at Park X</li> <li>• ADOP Type 3B: Climbing Club Y maintains climbing rock at Park A</li> </ul>
<p>ADOP Selection / Final Approval</p>	<p>ADOP proposals will be considered by a small ADOP Review Team which will consist of Division capital planners, Division managers, and community members from the Active Sports and Youth Recreation Commission. The team will use the objective ADOP Proposal Evaluation Form, as well as their collective expertise to ensure that the proposed ADOP projects meet all the tenets of the ADOP philosophy. Criteria used to approve ADOP proposals include:</p> <ul style="list-style-type: none"> <li>• Regional scope and nature of proposed facility</li> <li>• Addressing of an identified community recreation need</li> <li>• Overall project plan and budget</li> <li>• Short term and long term revenue plan</li> <li>• Positive neighborhood relations and stewardship</li> <li>• Healthy organizational standing and strong leadership</li> <li>• Compatible organizational mission</li> <li>• Community outreach</li> <li>• Funding match (for ADOP proposals requesting grant funds)</li> <li>• Programming and outreach to non-traditional users for additional public benefits beyond specific recreation opportunity itself (i.e public health, accessible recreation, intervention/prevention, or other broader public benefit)</li> </ul> <p>There are additional details or concerns that may arise for each of these criteria and the review team will consider every proposal individually to ensure the best possible outcome for the public. Approved proposals will move forward to more advanced negotiations and final drafting and implementation of the ADOP Agreement.</p>



ADOP Grants	<p>The Parks and Recreation Division has available, limited amounts of funding to catalyze the efforts of interested ADOPs partners. Only the highest scoring of the approved ADOP proposals will be eligible for grant funds. In allocating such funding, the Division will be guided by the following principals:</p> <ul style="list-style-type: none"> <li>• The Grant program is intended to maximize the recreational opportunities available through county park and recreational facilities. For that reason, projects requesting smaller grants are considered more consistent with program goals than those requesting larger grants, though that can be partially offset by the recreational value of the project.</li> <li>• The Grant program is primarily intended to support capital needs, though modest operational funds are available as well. Project proposals which confine operational funding requests to one-time startup funding are considered more consistent with program goals.</li> <li>• The Grant program does not have sufficient funding to fully support construction of large-scale capital projects; where loans from financial institutions or fundraising from organization membership is required to complete the financial package, demonstration of the availability of such complementary funding will be needed.</li> <li>• The dissemination of and accountability for ADOP grant funds will be managed under the same accountability guidelines as the Youth Sports Facilities Grants (YSFG) Program (Attached)</li> </ul>
ADOP Oversight	<p>The Division will provide oversight under terms pursuant to the ADOP Agreement that ensures the tenets of the agreement are upheld, the public investment is maximized, that proper stewardship continues, and the overall philosophy, management, operation, and other components of the ADOP meets the spirit, intent, and purpose of the ADOP program, in general. Corrective actions and other adjustments, including causes for agreement termination will be addressed pursuant to the ADOP agreement.</p>
Applicable Laws	<p>The Division will follow all applicable laws governing public/private partnerships, public works, labor relations, environmental review, anti-discrimination, and all other pertinent rules, regulations, and procedures.</p>
Administrative Details	<p>Proposal Forms and additional details are available at the DNRP website at:  <a href="http://www.(to be developed).gov">www. (to be developed) .gov</a>  Interested parties may also contact T.J. Davis, for more information including proposal forms, maps, the Active Sports and Youth Recreation Commission, needs analysis, and any other information related to partnership ideas and active recreation needs in King County:  T.J. Davis, ADOP Project Manager / Commission Liaison  <b>Department of Natural Resources and Parks</b>  201 S. Jackson St  Seattle, WA  (206) 263-6214 (Phone)  (206) 263-6217 (Fax)  <a href="mailto:tj.davis@metrokc.gov">tj.davis@metrokc.gov</a></p>

11680

**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
<b>Regional Scope</b> The proposed ADOP project's scope, planned user base, location, and/or other components have regional implications. (See details on reverse side)	10	—
<b>Recreation Programming Need</b> The proposed ADOP project meets a specific regional recreation need and has an appropriate public user base. (See details on reverse side)	10	—
<b>Project Plan and Budget</b> The proposed ADOP project plan and budget are well designed, well documented, and ready for implementation. (See details on reverse side)	10	—
<b>Revenue Plan</b> The proposed ADOP project has a well-designed revenue plan and/or will reduce or otherwise not add to County funded O&M costs. (See details on reverse side)	10	—
<b>Neighborhood Relations &amp; Stewardship</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)	10	—

**ADOP Partner Organization**  
 30

Criteria	Total	Score
<b>Organizational Standing</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)	10	—
<b>Organizational Mission</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)	10	—
<b>Community Outreach</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)	10	—

**Bonus Points**  
 10

Criteria	Total	Score
<b>Non-traditional Public Benefit</b> ADOP includes specific programming and outreach for public benefits beyond the recreation opportunity itself (i.e. public health, accessible recreation, prevention, intervention, or other public benefits)	10	—

**County Funding Needed**  
 20

Criteria	Total	Score
<b>No County Funding Needed</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)	20	—

Or

Criteria	Total	Score
<b>County Funding</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)	10	—
<b>Funding Match</b> The proposed ADOP project has a significant funding match. A minimum of 50% is required. (See details on reverse side)	10	—

**11680**

### 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.

### Bonus Points: Non-traditional Public Benefit

ADOP includes specific programming and outreach for public benefits beyond the recreation opportunity itself (i.e. public health, accessible recreation, prevention, intervention, or other public benefits. The non-traditional benefit must be a part of the ADOP's formal mission and a proactive component of the ADOP's operation and programming. The non-traditional programming element and/or service must be based on the best practices associated with the discipline in question. Additional considerations will be given for ADOP's that directly involve organizations that are responsible for said discipline in the ADOP's planning, development, and operations

### 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).

### Note:

Regardless of the total score, a zero score in any category will result in an initial rejection of the proposal. The proposal may be re-submitted with the failed category properly addressed for overall reconsideration. In addition, the review team uses the criteria form as only one of its tools for evaluating the overall proposal and reserves the right to reject the proposal on any grounds covered by the tenets of the ADOP philosophy.

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**11680**

**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

116804

**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.*

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### 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.*



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**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).*

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**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.*