

# Manual 23

# No Child Left Inside

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November 2017



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# At A Glance

## No Child Left Inside

<b>Purpose</b>	This grant program is intended to empower local communities to engage students in outdoor education and recreation experiences and focuses on serving students with the greatest needs. Students work to improve their overall academic performance, self-esteem, personal responsibility, community involvement, personal health, and understanding of nature.
<b>Who May Apply?</b>	<ul style="list-style-type: none"><li>• Educational institutions</li><li>• Federal agencies</li><li>• Formal school programs and informal after school programs</li><li>• Local governments (cities, towns, counties, port districts, park and recreation districts, etc.)</li><li>• Nonprofit organizations (501(c)3, 501(c)1, or 501(c)4 tax exempt organizations)</li><li>• Private entities including individuals, businesses, non-political groups, community-based programs in Washington State</li><li>• Religious groups only if non-religious activities are planned</li><li>• State agencies</li><li>• Tribal governments</li></ul>
<b>Is a Plan Required?</b>	No
<b>What Types of Projects are Eligible?</b>	<ul style="list-style-type: none"><li>• Education</li></ul>
<b>What are the Grant Limits?</b>	<ul style="list-style-type: none"><li>• Tier 1: \$5,000-\$35,000</li><li>• Tier 2: \$35,001-\$75,000</li></ul>
<b>What Must I Contribute?</b>	No match required. However, project scores are weighted to reward projects that include a matching share.
<b>How is my Project Evaluated?</b>	An advisory committee reviews your written materials and scores your project.
<b>When are Applications Due</b>	January 17, 2018
<b>When are Grants Awarded?</b>	May 2018 Project must be completed by June 15, 2019.
<b>What's New This Year?</b>	<ul style="list-style-type: none"><li>• Grant limits modified</li><li>• \$500,000 set-aside for programs that employ veterans</li><li>• Evaluation criteria revised</li></ul>

# Section 1: Introduction

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## In this section, you will learn about:

- ✓ The purpose and history of the grants
- ✓ The Recreation and Conservation Office
- ✓ Where to get information
- ✓ The grant process and timeline

## No Child Left Inside Program

In 2007, the Washington State Legislature funded the Outdoor Education and Recreation Program, commonly called the No Child Left Inside (NCLI) grant program. This program was to be administered by the Washington State Parks and Recreation Commission with the goal of providing under-served students with quality opportunities to experience the natural world.

State Parks teamed up with the Washington State Recreation and Conservation Office (RCO) to administer the grant program in 2015.

Grants are available for outdoor environmental, ecological, agricultural, or other natural resource-based education and recreation programs serving youth through the age of 18 or those enrolled in high school or a General Education Development (GED) programs.

This grant program is intended to empower local communities to engage students in outdoor education and recreation experiences and focuses on serving students with the greatest needs. Students work to improve their overall academic performance, self-esteem, personal responsibility, community involvement, personal health, and understanding of nature. Programs should:

- Make use of research-based, effective environmental, ecological, agricultural, or other natural resource-based education curriculum.
- Contribute to healthy lifestyles through outdoor recreation and sound nutrition.

- Provide students with opportunities to directly experience and understand nature and the natural world.
- Employ veterans<sup>1</sup> in implementation or administration<sup>2</sup> of the project.

## About the Washington State Parks and Recreation Commission

### Mission

The Washington State Parks and Recreation Commission cares for Washington's most treasured lands, waters, and historic places. State parks connect all Washingtonians to their diverse natural and cultural heritage and provide memorable recreational and educational experiences that enhance their lives.

### Vision

Washington's state parks will be cherished destinations with natural, cultural, recreational, artistic, and interpretive experiences that all Washingtonians enjoy, appreciate, and proudly support.

### Core Values

The agency has adopted the following core values:

- Commitment to stewardship that transmits high quality park assets to future generations.
- Dedication to outdoor recreation and public enjoyment that welcomes all our citizens to their public parks.
- Excellence in all we do.
- Involving the public in our policy development and decision making.
- Support for one another as we translate our mission into reality.

## About the Recreation and Conservation Office

RCO is a small state agency that manages grant programs to create outdoor recreation opportunities, protect the best of the state's wildlife habitat and working farms and

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<sup>1</sup>Revised Code of Washington 41.04.007

<sup>2</sup>Grant proposals that include the employment of veterans may qualify for preference in funding. See the "Preference for Employing Veterans" in Section 2 of this manual.

forests, and help return salmon from near extinction. The office supports the following organizations:

- Recreation and Conservation Funding Board
- Salmon Recovery Funding Board
- Invasive Species Council
- Governor’s Salmon Recovery Office
- Habitat and Recreation Lands Coordinating Group

Together, this collection of boards and offices provide leadership, funding, and technical assistance

This document provides basic information on procedures and policies used to administer this program.

## Where to Get Information

Recreation and Conservation Office  
Natural Resources Building  
1111 Washington Street  
Olympia, WA 98501  
E-mail: [info@rco.wa.gov](mailto:info@rco.wa.gov)

Telephone: (360) 902-3000  
FAX: (360) 902-3026  
TTD: (360) 902-1996  
Web site: [www.rco.wa.gov](http://www.rco.wa.gov)

*Mailing Address*  
PO Box 40917

Olympia, WA 98504-0917

## Grant Process and Timeline

The grant process, from application to grant award, spans about 4 months, and is outlined below. While the order of the steps in this process remains consistent, for precise dates, visit the RCO Web site.

Successful applicants have until June 15, 2019 to complete their projects.

**November 17, 2017–Entering Applications.** RCO strongly encourages applicants to start the online application early. Applicants log into PRISM Online and select the “Get Started/Start a New Application” button to enter grant application information. RCO uses this information to assign an outdoor grants manager. The grants manager guides applicants through the process, reviews application materials, helps determine whether

proposals are eligible, and may visit the project site to discuss site-specific details. Click here to [learn more about Prism's components and technical requirements](#).

**January 17, 2018–Applications Due.** Applications are due January 17, 2018. The application includes the data entered into PRISM and all required attachments. Applicants should “submit” their applications before the deadline. The “Check Application for Errors” button on the “Submit Application” screen will indicate which pages are incomplete. Incomplete applications and applications received after the deadline will be rejected unless RCO’s director has approved a late submission in advance. Follow the requirements in the “[Applicant’s To Do List](#)” online.

**March–April 2018–Project Evaluation: A Written Process.** The advisory committee members use the application materials, which include the responses to the evaluation questions, cost estimates, and maps. The members score each proposal against a set of questions approved by State Parks.

**March 2018–Post-Evaluation Conference.** After project evaluations, RCO staff tabulate the scores and share the results with the advisory committee. The committee discusses the preliminary ranked list and the application and evaluation processes. The public may join this advisory committee conference call; however, to ensure a fair and equitable process; guests may not testify. Shortly after the conference call, staff post the [preliminary ranked list](#) on RCO’s Web site. The resulting ranked list of projects is the basis for the funding recommendation to the State Parks director.

**April 2, 2018–Pre-agreement Materials Due.** All applicants must attach a signed Certification of Applicant Match Form in PRISM by April 2. Applicants who plan to use veterans to implement their projects must submit the Employing Veterans Certification Form and satisfactory evidence of the veteran’s eligibility. See page 12.

**April 2018–Projects Approved.** RCO submits the ranked list of projects to the Washington State Parks director, who awards the grants.

**May 2018–RCO Issues Project Agreements.** RCO staff then prepares and issues the grant contracts, called project agreements. Applicants must return the signed agreements within 2 calendar months. Once the agreements are signed, the applicants, now referred to as the project sponsors, may begin their projects, per the terms of the project agreements. Each agreement will be written and monitored for compliance by RCO staff.

**Successful Applicants’ Workshop.** After State Parks approves funding, RCO hosts a workshop, which is often Webinar, for successful grant applicants. This workshop covers:

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

- Project implementation, including meeting milestones, permitting, submitting progress reports, valuing donations, using RCO's online resources for understanding billing procedures, project close-out, and long-term compliance.
- Amending the project agreement to address project changes, scope modifications, special conditions, and cost increases.

## Ongoing

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

- Submit only projects that will be completed by **June 15, 2019**.
- Begin project implementation quickly and aggressively to show measurable progress towards meeting project milestones.
- Submit progress reports at intervals as designated by the RCO project agreement.

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

**Project Completion.** Sponsors must submit their final bill, final report, and all the supporting documents needed to close the project by June 30, 2019. If the bill and documentation are not submitted by the deadline, RCO may terminate the project agreement without payment.

# Section 2: Policies

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## In this section, you'll learn about:

- ✓ Eligible applicants
- ✓ Eligible program and costs
- ✓ Ineligible programs and costs
- ✓ Equipment policy
- ✓ Preference for employing veterans
- ✓ Requirements and other things to know

## Eligible Applicants

The following organizations may apply for NCLI grants:

- Educational institutions
- Federal government agencies
- Formal school programs and informal after school programs
- Local governments (cities, towns, counties, port districts, park and recreation districts, etc.)
- Nonprofit organizations (501(c)3, 501(c)1, or 501(c)4 tax exempt organizations)
- Private entities including individuals, businesses, non-political groups, community-based programs in Washington State
- Religious groups only if non-religious activities are planned. No grant funds may be used to pay for any activities of religious worship or instruction.
- State agencies
- Tribal governments
- Veteran's organizations

If awarded funding, grant recipients must obtain a statewide vendor number through the Washington State Department of Enterprise Services.

## Eligible Programs and Costs

### Eligible Programs

Programs include, but are not limited to, the following:

- Backpacking
- Camping
- Canoe and kayaking
- Environmental outdoor education
- Fishing
- Hiking
- Hunting
- Orienteering
- Outdoor cooking
- Rock climbing
- Outdoor-based after school program and camps

### Eligible Costs

Eligible costs include, but are not limited to the following:

- Cameras, photography supplies, film processing
- Electronic devices (and associated software) such as Global Positioning Systems (GPS), avalanche beacons, tablets, etc., if used as part of the program
- Camping equipment and supplies
- Chaperones, teacher stipends
- Computers and computer supplies if used as part of the program

- Supervisory activities, including the direct management of the funded project. This usually includes scheduling, coordinating activities, and fiscal management of direct costs associated with the project.
- Fees for park entry and camping
- Fishing equipment and supplies
- Food and non-alcoholic beverages
- Hunting and archery equipment and supplies
- In-state transportation and travel including to bordering counties and cities in Oregon and Idaho
- Leasing transportation, mileage, and gasoline
- Lodging and facility rentals
- Non-motorized boats
- Recreational vehicle rental
- Staff
- Trailers and transporting supplies
- T-shirts and awards

## **Ineligible Programs and Costs**

### **Ineligible Programs**

Ineligible programs include, but are not limited to the following:

- Programs that are primarily targeted to participants older than 18
- Facility construction projects
- Annual community festivals, expositions, promotional or fundraising events
- Teacher or instructor training programs that do not include hands-on student participation
- Organized, traditional team sports such as soccer, baseball, basketball, etc.

## Ineligible Costs

Ineligible costs include but are not limited to:

- Computer games, curriculum development, exhibits and displays (as stand-alone projects that do not have an outdoor component)
- Costs not directly related to implementing the project such as indirect and overhead charges
- Equipment only projects
- Out of state travel, with the exception of bordering counties and cities in Oregon and Idaho
- Purchase of automobiles, vehicles, or boats with motors
- Pre-agreement Costs. There are no eligible pre-agreement costs. RCO will pay only for work performed after project agreements have been signed by both RCO and the project sponsor.
- Preparation of this grant application
- Property leasing
- Religious activities
- Software development for indoor activities
- Teacher training only

## Equipment Policy

### Equipment

Buying equipment necessary to implement a sponsor's approved program is permissible, when included in the agreement. Equipment means capital equipment and small and attractive assets necessary for program implementation, as determined by RCO. Capital equipment is an individual capitalized item that costs more than \$5,000. Small and attractive assets are items that typically cost between \$500 and \$5,000 and are vulnerable to loss.

### Management and Use

A sponsor must maintain a record of all equipment purchased with grants. The sponsor, not RCO, always takes title. This inventory record begins with the list of any equipment

purchases proposed in the project application. Upon approval of the project, this listing is entered into the project agreement.

A sponsor's equipment records shall include at a minimum, the following:

- A description of the equipment.
- Manufacturer's serial number (model, stock, vehicle identification, or other unique number securely affixed to the equipment).
- Source of the equipment, including grant or other agreement number.
- Acquisition date and cost.
- Location, use, and condition of the equipment and the date the information was reported.
- Ultimate disposition data, including date of disposal and sale price, including the method used to determine current fair market value when a sponsor compensates RCO for its share, if sold.

The sponsor shall establish adequate maintenance procedures to keep the equipment in good condition. The sponsor also shall institute a control system to ensure adequate safeguards to prevent loss, damage, or theft of the equipment. Any loss, damage, or theft shall be investigated and fully documented. The sponsor shall promptly notify RCO of any such occurrence.

Sponsors may use the equipment for the purposes authorized in the agreement for as long as needed after the agreement ends, whether or not the program continues to be supported by RCO. After the project agreement ends, the equipment may be used for continued, or similar outdoor educational or recreational activities supported by your organization without liquidation, and is subject to periodic inventory reporting requirements until the equipment is liquidated.

The sponsor may make the equipment available for use in other projects as long as such use does not interfere with the work on the originally authorized project. The cost or use value of equipment acquired with a grant may not be included in other or subsequent grants.

The sponsor may not use the equipment for personal use or to provide services for a fee to compete unfairly with private companies providing equivalent services.

## **Inventory**

For grant assisted equipment, the sponsor shall conduct a physical inventory of equipment and reconcile the results with previous records at least once every 2 years.

This should continue until final liquidation has been made, and inventory records must be maintained just as other records for audit purposes.

Any differences in this physical inspection and those shown in the accounting records shall be investigated by the sponsor to determine the causes of the difference. In connection with the inventory, the sponsor shall verify the existence, current use, and continued need for the equipment. A detailed written report on the results of this inventory shall be provided to RCO upon request.

### Equipment Liquidation and Disposal

When the sponsor discontinues use of the equipment (assets) for the purpose for which it was funded, the following liquidation procedures shall apply:

- **The sponsor wishes to retain the equipment.** It may be used for other activities as follows:
  - Original cost of \$5,000 or less: The sponsor may use the equipment for other activities without reimbursement to RCO.
  - Original cost of more than \$5,000: The sponsor may retain the capital equipment for other uses provided compensation is made to RCO. The amount of compensation shall be computed by applying the percentage of program participation in the cost of the original project, as specified in the project agreement, to the current fair market value of the equipment.
- **The sponsor does not wish to retain the equipment.** If the sponsor has no need for the equipment but it still has value, the sponsor shall request disposition instructions from RCO. When the sponsor disposes of the equipment, procedures that provide for fair competition, to the extent practicable, and result in the highest possible return, shall be established. RCO may instruct the sponsor to transfer title to a third party named by RCO who is eligible under existing statutes. In such cases, the sponsor will be compensated in the amount equal to its share of the current fair market value of the equipment.
  - Original cost is \$5,000 or less: The sponsor may sell the equipment and return the proceeds to RCO.
  - Original cost of more than \$5,000: The sponsor shall sell the equipment and reimburse RCO an amount computed by applying to the sales proceeds the percentage of program participation in the cost of the original project as recorded in the signed project agreement.
- **The equipment has no value.** This occurs when the equipment has lost value or has out lived its useful life, not due to lack of maintenance. The sponsor may

notify RCO and if RCO concurs, the equipment can be removed from equipment inventory reporting requirements.

### Preference for Employing Veterans

A minimum of \$500,000 in funding for the 2017-19 biennium is reserved for organizations that have at least one veteran on staff<sup>3</sup> who will be assigned primarily with implementation of the funded project. A veteran<sup>4</sup> is defined as a person who has received an honorable discharge, was discharged for medical reasons with an honorable record, or has a U.S. Department of Defense discharge document that characterizes his or her service as honorable.

To qualify for the funds set aside for employing veterans, the applicant must complete the following:

1. Certify that it currently has a veteran on staff or that it will hire a veteran whose primary responsibility is to implement or administer the funded NCLI grant proposal. Applicants must use the [Employing Veterans Certification Form](#), which is posted on RCO's Web site.
2. Provide proof of the veteran's eligibility by submitting a copy of the U.S. Department of Defense discharge paperwork. This may include a Department of Defense Form 214, National Governing Body Form 22, or equivalent discharge paperwork. The Washington State Department of Veterans Affairs will assist RCO with this review.

To remain eligible for this special funding, an applicant must submit the Employing Veterans Certification Form and satisfactory evidence of the veteran's eligibility. The deadline is April 2, 2018.

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<sup>3</sup>Staff is defined as a person receiving financial compensation for his or her services as an employee of your organization.

<sup>4</sup>Revised Code of Washington 41.04.007

# Section 3: Money Matters

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## In this section, you'll learn about:

- ✓ Matching resources
- ✓ Match requirements
- ✓ Types of match
- ✓ Grant limits
- ✓ Important things to know

## Matching Resources

Many RCO programs require sponsors to match grants with either cash or in-kind contributions. All applicants that include match in grant applications must provide proof of the availability of matching funds by the match certification deadline.

## Eligible Match

A sponsor's matching share may include one or a combination of the following:

- Appropriations and cash
- Donations—the value of using cash, equipment use, labor, materials, or services (see note below)
- Force account—the value of using sponsor's equipment, labor, or materials (see note below)
- Grants—federal, state, local, or private

## Not Allowed as Match

- Existing grant applicant assets, including real property and developments
- Costs that are double counted (that is, any cost included in more than one project)
- Anything considered an ineligible cost or activity.

## Match Requirements

Match is the project sponsor's contribution to a project. Although match is not required for the NCLI program, applicants are strongly encouraged to provide matching resources to demonstrate a local commitment to the project and to make funds available to more projects. To qualify, a match must be composed of elements that would be eligible for the funded NCLI program. Project scores are weighted to reward projects that include match.

All matching resources must meet the following criteria:

- An integral and necessary part of the approved project
- Part of the work identified in the application and project agreement
- Committed to the project

## Match Availability and Certification

To help ensure projects are ready for implementation upon approval, applicants must have matching funds available for expenditure before grant agreements are issued. All applicants are required to sign and submit certification of match forms. This certification is due April 2, 2018. RCO may declare projects ineligible if there are no guarantees that matching funds are available, and those projects may be passed over in favor of projects with the match in place.

## Types of Match

### Donations and Force Account

Donations are eligible only as matching funds and are not reimbursable. This means RCO will not pay more than the sponsor's out-of-pocket expenses. Valuing donations of equipment, labor (including court-mandated community service and volunteers), and material is discussed in [Manual 8, Reimbursements](#). RCO strongly encourages applicants

to secure written confirmation of all donations they plan to use as match and attach the donation letters to their PRISM Online applications.

Force account refers to use of a sponsor's staff (labor), equipment, or materials. These contributions are treated as expenditures.

## Other Grants

In some cases, a sponsor may use funds awarded from a separate grant program as its match. Other grants are eligible as long as the purposes are similar and grant sources do not restrict or diminish the use, availability, or value of the project.

The eligibility of federal funds to be used as a match may be governed by federal requirements and thus will vary with individual program policies.

Applicants must clearly identify in the grant application all grants to be used as match.

## Grant Limits

Tier 1: \$5,000-\$35,000 per project

Tier 2: \$35,001-\$75,000 per project

## Important Things to Know

### Number of Grant Proposal Allowed

In general, RCO does not limit the number of grant proposals from a single applicant during the biennial grant cycle. However, each proposal must be for a different scope of work.

### You Have to Pay First

RCO pays grants through reimbursement. Grant recipients may request reimbursement only after they have paid their employees and vendors. RCO does not provide money before vendors are paid.

### Audits and Keeping Records

All records relevant to projects funded by RCO must be on file with the grant recipient and are subject to audit by the state and inspection by RCO. If the auditor's inspection of the records discloses any charges incorrectly claimed and reimbursed, cash restitution of the incorrect amount must be made to RCO.

## Public Disclosure Rules

RCO records and files are public records that are subject to the Public Records Act.<sup>5</sup> More information about the RCO's disclosure practices is available on the Web site at [www.rco.wa.gov/about/public\\_records.shtml](http://www.rco.wa.gov/about/public_records.shtml).

## Statewide Vendor Number

Grant recipients must have a statewide vendor number to receive payments. They can be paid by check or electronic fund transfer (EFT). Visit the Department of Enterprise Services Web site [to register](#).

## Tax Related Information (1099-MISC)

Federal tax regulations may require RCO to issue an annual 1099-Miscellaneous Income Tax Form to all individuals, partnerships, sole proprietors, and attorneys who receive more than \$600 a calendar year in RCO funding.

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<sup>5</sup>Revised Code of Washington 42.56

# Section 4: Project Evaluation

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## In this section, you'll learn about:

- ✓ Project evaluation
- ✓ Advisory committee
- ✓ Evaluation criteria

## How Project Evaluation Works

Project evaluation is based on a set of questions adopted by State Parks. The questions are created from the statutory requirements of the program. The evaluation questions may be found below.

There are two sections to the evaluation criteria: Advisory committee scored questions and staff scored questions. In the first section, the NCLI Advisory Committee uses subjective criteria (see below) to score each project. Scores are based on applicants' responses to evaluation questions and summary application material made available in advance of the projects' evaluations.

In the second section, RCO staff scores the projects using objective measures, such as matching share and use of state lands for program implementation. Scores are based on material submitted by applicants.

Scores from both sections are combined for a project's total evaluation score.

## Letters of Support

Letters and other documented expressions of project support will be available to the NCLI Advisory Committee. Applicants should summarize this support when responding to the evaluation criteria.

### **Advisory Committee**

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

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

The State Parks director may appoint ex officio members to the advisory committee to provide additional representation and expertise. Check [RCO's Web site](#) for membership and other details.

### **Evaluation Criteria**

Applicants must provide written responses to Evaluation Criteria 1-4 and attach them to their applications in PRISM.

- Use white, 8½ x 11-inch paper, with 1-inch margins.
- Use Times New Roman, 12 point font.
- At the top of each page, print: applicant name, project name, and date written.
- The total of all evaluation responses must not exceed three, single-sided pages.
- In order, print the criteria's number, followed by the criteria title, and then the response. Each criteria must have its own separate answer.
- Do not respond to Criteria 5 and 6 (Matching Shares, State Lands). RCO will score these criteria based on information submitted in the application.

These responses along with the project summary, budget worksheet, application work types and metrics, map, and letters of support, comprise the evaluation packet that is provided to the advisory committee for evaluation review and scoring.

Scored by	Criteria Title	Maximum Points Possible
Advisory Committee	1 Need	15
Advisory Committee	2 Program Goals and Objectives	10
Advisory Committee	3 Youth At Risk	10
Advisory Committee	4 Partnerships and Community Support	10
RCO Staff	5 Matching Share	3
RCO Staff	6 State Lands	1
	<b>Total</b>	<b>49</b>

### Advisory Committee Scored Criteria

Applicants must address all of the factors under each of the following evaluation criteria:

**1. Need.** What is the need for this program?

- What is the mission of your organization?
- Describe your project.
- Explain why NCLI funding is crucial.
- Describe your service area and target audience.
- Describe how the maximum number of participants will be served without sacrificing a quality experience.
- How does your program evaluate, assess, and report its effectiveness?

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

**2. Program Goals and Objectives.** Describe the goals and objectives of your program to show how it satisfies the need described above.

- How does your program get children outside and provide direct contact with nature?
- How does your program contribute to healthy lifestyles?
- How does your program make use of a research-based curriculum?

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

**3. Youth at Risk.** Describe how the program specifically serves youth at risk.

- How does the program define youth at risk and identify risk factors? How will the program address the risk factors identified?
- How does the program contribute to the reduction of academic failure or dropout rates?
- Does the program serve low-income youth? What percentage of program participants are eligible for free and reduced lunch?

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

**4. Partnerships and Community Support.** Describe the public and private partnerships that contribute to the success of your program.

- Identify the businesses, community groups, health care organizations, governmental entities, individuals, Native American tribes, nonprofits, school districts, and others who you are partnering with and describe how they support your program.
- Describe the financial resources that support the program (cash, other grants, in-kind contributions of labor, materials, equipment, etc.).
- How will your organization involve veterans during the implementation phase of the program? Will you use veterans for at least 50 percent of your program's implementation or administration?

Note: Letters of support or financial commitments should be attached as a single "pdf" file to the PRISM Online application.

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

## RCO Staff Scored Criteria

**5. Matching Share.** How much is the applicant contributing from its own resources?

▲ Point Range: 0-3 points

- |         |   |
|---------|---|
| 0 point | 0-10 percent of project's value will be contributed by the applicant.     |
| 1 point | 10.01-30 percent of project's value will be contributed by the applicant. |

2 points      30.01-50 percent of project's value will be contributed by the applicant.

3 points      More than 50 percent of project's value will be contributed by the applicant.

**6. State Lands.** Does the program use Washington state parks, state parks personnel, or other state lands<sup>6</sup> as a resource?

▲ Point Range: 0-1 point

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<sup>6</sup>State lands means property owned or managed by Washington State Parks and Recreation, the Department of Natural Resources or the Department of Fish and Wildlife.