

Manual 23

No Child Left Inside

August 2020



No Child Left Inside



Washington State Parks Director
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Table of Contents

At a Glance	1
Section 1: Introduction	1
No Child Left Inside Program.....	1
About the Washington State Parks and Recreation Commission.....	2
About RCO	3
Where to Get Information.....	3
Grant Process and Timeline.....	4
Section 2: Policies	6
Eligible Applicants	6
Eligible Programs and Costs.....	7
Equipment Policy.....	9
Section 3: Money Matters	12
Grant Limits.....	12
Match	12
Types of Match.....	14
Important Things to Know	14
Section 4: Project Evaluation	16
How Project Evaluation Works	16
Advisory Committee.....	17
Evaluation Criteria	17

At a Glance

No Child Left Inside

Purpose	Provide grants for outdoor education and recreation experiences for underserved youth		
Who may apply?	<ul style="list-style-type: none"> • Educational institutions • Federal 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 • State agencies • Tribal governments 		
	Tier 1	Tier 2	Tier 3
What are the grant limits?	\$5,000-\$25,000	\$5,000-\$75,000	\$75,001-\$150,000
What must I contribute?	No match is required.	25 percent	25 percent
What funding tiers am I eligible for?	Only available to programs and organizations that have never received No Child Left Inside grants	All	All
How is my project evaluated?	Advisory committee reviews and scores written application.	Advisory committee reviews and scores written application.	Advisory committee hears in-person presentation and scores the project.
When are applications due?	November 1, 2020	November 1, 2020	November 1, 2020
When are grants awarded?	July 1, 2021 (estimated) Project must be completed by June 30, 2023.	July 1, 2021 (estimated) Project must be completed by June 30, 2023.	July 1, 2021 (estimated) Project must be completed by June 30, 2023.

No Child Left Inside

What's new this year?

- Evaluation criteria revised
- Program cycle extended
- Changed PRISM Online to make applications easier

Proposed Tier Allocations for 2021-2023 (Based on a legislative appropriation of \$1.5 million)

Funding Tier	Grant Limits	% or Funding Amount	Projected Amounts ^{1,2}
Tier 1	\$5,000-\$25,000	50 percent of remaining allocation not awarded to Tier 3	\$450,000
Tier 2	\$5,000-\$75,000	50 percent of remaining allocation not awarded to Tier 3	\$450,000
Tier 3	\$75,001-\$150,000	40 percent of total allocation	\$600,000

¹The State Parks director reserves the right to adjust the allocation of funding between tiers based on the number of applications submitted.

²Projected amounts do not include agency administrative costs.

Section 1: Introduction

In this section, you will learn about the following:

- ✓ The purpose and history of the grants
- ✓ The State Parks and Recreation Commission
- ✓ 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 intends to maximize the number of Washington State youth who are provided quality outdoor experiences and empower local communities to engage youth in outdoor education and recreation, focusing on youth participants with the greatest need. Students work to improve their overall academic performance, self-esteem, personal responsibility, community involvement, health, and understanding of nature.

Categories

Tier 1

Grants in this category are open only to programs and organizations that have never received NCLI funding. Grants are limited to \$25,000 (minimum request is \$5,000) and match is not required.

Tier 2

Grants in this category are open to new and existing programs and expansion of programs. Grants are limited to \$75,000 (minimum request is \$5,000) and a 25 percent match is required.

Tier 3

Grants in this category are open to new and existing programs and expansion of programs. Grants are limited to \$150,000 (minimum request is \$75,001) and a 25 percent match is required.

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 RCO

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 lands, and help return salmon from near extinction.

Manual Authority

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

This manual is created under the authority granted to Recreation and Conservation Office in NCLI's enabling legislation and Revised Code of Washington 79A.05.351 and Washington Administrative Code 352-80.

Where to Get Information

Recreation and Conservation Office

Natural Resources Building

1111 Washington Street

Olympia, WA 98501

[E-mail](#)

Telephone: (360) 902-3000

FAX: (360) 902-3026

Hearing Impaired Relay Service: (800) 833-6388

[Web site](#)

Mailing Address

PO Box 40917

Olympia, WA 98504-0917

RCO grant managers are available to answer questions about this manual and grant program. Please feel free to call. In addition, manuals, forms, and most other materials referenced in this manual are available on RCO's Web site on the [NCLI](#) grant page.

Other Grant Manuals Needed

- [Manual 8: Reimbursements](#) provides additional information for grants and is available on the RCO Web site. It can be made available in an alternative format.

Grant Process and Timeline

The grant process, from application to grant award, spans about 7 months, and is outlined below. While the order of the steps in this process remains consistent, visit the RCO Web site for precise dates.

Successful applicants have until June 30, 2023 to complete their projects.

Entering Applications. RCO strongly encourages applicants to start the online application early. PRISM Online usually opens in early August. Applicants log into [PRISM Online](#) and select the “+ New Application” button to enter grant application information. RCO use this information to assign an outdoor grants manager. This 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. Visit RCO’s Web site to learn more about [PRISM's components and technical requirements](#).

Applications Due. Applications are due November 1, 2020. 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.

Project Evaluation for Tier 1 and Tier 2–Written Process. The advisory committee members use the application materials, which include the responses to the evaluation criteria in Section 4 of this manual, cost estimates, maps, graphics, and photographs. to score projects. The members score each proposal against a set of criteria approved by the State Parks and Recreation Commission.

Project Evaluation for Tier 3–In Person Presentation. Applicants present their projects to the advisory committee. The evaluation presentation should follow the evaluation criteria in Section 4 of this manual.

Projects Approved. RCO submits the ranked list of projects to the Washington state parks director, who awards the grants.

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

Successful Applicants’ Webinar. After State Parks approves funding, RCO hosts an online workshop for successful grant applicants. This workshop covers the sponsors’

responsibilities to comply with the grant agreement, issues that might come up when implementing the project, billing procedures, amendments for changes and time extensions, closing project procedures, and long-term compliance.

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:

- Develop milestones for project implementation that ensures timely completion by **June 30, 2023**. RCO may terminate projects that do not meet critical milestones established in the grant agreement.
- Begin project implementation quickly and aggressively to show measurable progress towards meeting project milestones.
- Submit progress reports at intervals as designated by the RCO grant agreement.

Project Completion. When a project is completed, sponsors must submit the final bill, final report, and supporting documents needed to close the project as specified in the agreement.³ If the bill and documentation are not submitted by the deadline, RCO may terminate the agreement without payment.

³Washington Administrative Code 286.13.040(7)

Section 2: Policies

In this section, you'll learn about the following:

- ✓ Eligible applicants
- ✓ Eligible program and costs
- ✓ Equipment policy

Eligible Applicants

The following organizations may apply for 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. Grants may not be used to pay for activities of religious worship or instruction.
- State agencies
- Tribal governments
- Veteran's organizations

If awarded funding, grant sponsors 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-based after school programs and camps
- Outdoor cooking
- Rock climbing

Eligible Costs

Eligible costs include 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 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
- Student stipends
- Trailers and transporting supplies
- T-shirts and awards

Ineligible Programs

Ineligible programs include the following:

- Programs that are targeted primarily 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 the following:

- 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 except for travel to bordering counties and cities in Oregon and Idaho
- Purchase of automobiles, vehicles, or motorboats
- Pre-agreement costs. RCO will pay only for work performed after grant 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

Equipment Policy

Equipment

Buying equipment necessary to implement an 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 grant application. Upon approval of the project, this listing is entered into the grant 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 grant agreement ends, the equipment may be used for continued or similar outdoor educational or recreational activities supported by the grant applicant's organization without liquidation. The equipment 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 for audits.

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 grant 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 grant agreement.
- **The equipment has no value.** This occurs when the equipment has lost value or has outlived its useful life, not due to lack of maintenance. The sponsor may notify RCO and if RCO concurs, the equipment may be removed from equipment inventory reporting requirements.

Section 3: Money Matters

In this section, you'll learn about the following:

- ✓ Grant Limits
- ✓ Match
- ✓ Types of match
- ✓ Important things to know

Grant Limits

Tier 1: \$5,000-\$25,000 per project

Tier 2: \$5,000-\$75,000 per project

Tier 3: \$75,001-\$150,000 per project

Match

Matching Share

Tier 1: No match is required

Tier 2: 25 percent match required

Tier 3: 25 percent match required

Match is the project sponsor's contribution to a project. Although match is not required for Tier 1 projects, 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.

In Tiers 2 and 3, grant applicants must contribute matching resources equal to 25 percent of the amount of the grant requested. For example, if an applicant requests a

\$100,000 grant, the applicant must contribute \$25,000 for a total project cost of \$125,000. This is called providing a 25 percent matching share.

All matching resources must meet the following criteria:

- Be an integral and necessary part of the approved project.
- Be part of the work identified in the application and grant agreement.
- Be committed to the project.

Match Availability and Certification

All applicants that include match in grant applications must provide proof of the availability of matching funds by submitting the [Certification of Applicant Match Form](#) by May 30, 2021.

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

- Costs that are double counted (that is, any cost included in more than one project)
- Anything considered an ineligible cost or activity.
- Cost that are not necessary or an integral part of the project scope.

Types of Match

Donations

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

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.

Important Things to Know

Number of Grant Proposals 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.

Grant Sponsors Must Pay First

RCO pays grants through reimbursement. Grant sponsors 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 sponsors 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.⁴ More information about [RCO's disclosure practices](#) is available on the Web site.

Statewide Vendor Number

Grant sponsors 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.

⁴Revised Code of Washington 42.56

Section 4: Project Evaluation

In this section, you'll learn about the following:

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

How Project Evaluation Works

Project evaluation is the competitive process adopted by the State Parks director to guide state parks grant awards. It is based on director-approved evaluation questions created from statutory and other criteria developed through a public process. The evaluation questions may be found below.

An advisory committee evaluates and scores all the questions to determine which projects will be recommended for funding consideration.

Tier 1 and Tier 2

Tier 1 and Tier 2 applicants must provide written responses to Evaluation Criteria 1-5 in the PRISM application and submit all required application materials in PRISM for the written review. Scores are based on each applicant's response to evaluation questions and summary application materials.

Tier 3

Tier 3 applicants provide written responses to Evaluation Criteria 1-5 in the PRISM application and submit all required application materials in PRISM. Then, they present their responses to Evaluation Criteria 1-5 to the advisory committee in-person.

While evaluation meetings are open to anyone, they are not public hearings. As such, only authorized state park representatives may address the evaluation team. At these meetings, an RCO staff member serves as moderator.

Scores are based on each applicant's response to evaluation questions, graphics presented during the evaluation meeting, and summary application material made

Scored by	#	Criteria Title	Maximum Points Possible
Advisory Committee	1	Program	20
Advisory Committee	2	Youth	15
Advisory Committee	3	Partnerships	10
Advisory Committee	4	Sustainability of Program	5
Advisory Committee	5	State Parks and Public Lands	5
		Total	55

available in advance of the presentation.

Scoring is confidential. Following the meeting, all scores are tabulated and compiled to establish a ranked list of projects.

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 grants 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.

Check RCO's Web site for [membership](#) and other details.

Evaluation Criteria

Advisory Committee-Scored Criteria

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

1. Program

What is the mission of your organization and program? Is this a new program or expansion of a program? Describe the youth experience (what you will do), number of youth served, and the amount of hours each participant will spend outdoors. Is the staff for this program representative of the community of youth being served? Describe the budget for your program and how the grant (and

match, if applicable) will be spent. How will you evaluate the success of the program?

▲ Point Range: 0-5 points, which are multiplied later by 4.

2. Youth

Describe the youth who will participate in this program. Where do they live? How old are they? How will you recruit the target youth to participate? What barriers exist that prevent participants from outdoor programming? Describe in detail the demographic information that you present in the application (i.e. percent free and reduced lunch, youth of color, youth with disabilities, English language learners).

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

3. Partnerships

Describe the public and private partnerships that contribute to the success of your program. Attach commitment letters to your application (Commitment letters include funding commitment and pledges, partnership relationships and commitments, facility commitments, etc.) General support letters for the project will not receive credit.

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

4. Sustainability

How will your organization sustain the program after the initial NCLI grant?

▲ Point Range: 0-5 points.

5. State Parks and Public Lands

Describe how Washington State Parks will participate in, or be a venue for, your program. Describe other public lands that are used in the implementation of your program.

▲ Point Range: 0-5 points.