

Hello Partners and Friends-

In light of the Covid-19 situation the Recreation and Conservation Office (RCO) and the Washington State Parks and Recreation Commission (PARKS) are sending this message to all of our sponsors with active NCLI projects and contracts.

First and foremost, we hope you and your family and friends are safe and doing well in these uncertain times. At RCO, staff made the transition to working from home and are getting accustomed to operating with new tools and alternate processes. We are fully operational and continue our efforts to be an exemplary partner helping you to provide programming for Washington State youth.

We understand that many of your programs are currently suspended as everyone adheres to the [Stay Home, Stay Healthy](#) order that was mandated by the Governor's office last week. We also understand that each funded proposal is unique and is being impacted in a variety of ways. While we must adhere to adopted policies, we will work with you and will be as flexible as possible in these challenging times.

If the scope of your project is impacted, we ask that you provide a written summary of what elements of the project are affected and how you plan to modify/adjust due to the statewide restrictions that are currently in place. RCO and PARKS will review the requests and provide you with guidance moving forward. Please note, that your request can include scope changes and time extensions. Please provide this request to your [grants manager](#). Also, I strongly encourage you to work with your grants manager in preparing the request, they are here to help.

With the uncertainty that lies ahead, youth outdoor programs will be even more critical to the state's recovery from this pandemic. Please take care of yourself and let us know how we might help you.

Sincerely,

Kyle Guzlas

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