



Recreation and Conservation Office Successful Applicant Workshop

Marguerite Austin and Scott Robinson

August 2011

Successful Applicant Workshop



The Recreation and Conservation Office (RCO) offers this training to:

- ❑ Share key steps for the next phase of your project
- ❑ Highlight key policies for funded projects
- ❑ Describe RCO's reporting requirements
- ❑ Direct you to resources and tools that will help you with project implementation
- ❑ Prepare you for project close-out
- ❑ Provide information about reimbursement training
- ❑ Remind you of your on-going obligations



Project Agreement

New and Improved!

Who, What, When, Where, Why, How?

Project Agreement

- ❑ It is a legal contract between a project sponsor and the Recreation and Conservation Funding Board.
- ❑ The project agreement outlines the:
 - Scope of work
 - Funding formula (grant and sponsor match)
 - Rules for completing the project
 - Conditions for getting the grant funds
 - Long-term compliance responsibilities
- ❑ The agreement is extremely important to RCO and the Sponsor.



Project Agreement



What's in part one?

The first pages provide information unique to each project. Here are a few key sections to carefully review.

- C. Description of Project
- D. Period of Performance
(term of agreement and 60-day time extension request)
- E. On-Going Obligations *(perpetual responsibilities)*
- F. Project Funding
- H. Compliance with Applicable Statutes
- I. Special Conditions
- M. Effective Date



Steamboat Rock Campground
State Parks

Project Agreement



What about the part two?

Standard Terms and Conditions are the same for all projects.

- Footnotes in this presentation refer to sections in the agreement.
- All sections apply unless your project is not funded with grant funds referenced or that element is not in your scope of work.

For example:

- Section 18 – Advance payments for salmon recovery projects only
- Section 22 – Project must include acquiring interest in real property
- Section 29 – Projects funded by the National Park Service

Project Agreement



When you need to request a change to the agreement...

You must submit a written request that includes answers to these questions:

- What progress have you made?
- What change is needed?
- Why is the change needed (justification)?
- How will this get you back on track?



*Historic Iron Bridge,
City of Spokane*

Project Agreement



When RCO approves the change requested...

Amendments are provided for most project changes, including:

- Cost changes
- Property modifications
- Scope changes
- Special conditions
- Time extensions



Project Agreement



Are agreements ever terminated?

- Yes, there are risks and consequences!
- Funding Board requires strict compliance by the sponsor.
- May suspend or terminate
 - Breach by the sponsor
 - Sponsor fails to make satisfactory progress (including milestones and other defined deadlines)
- May require repayment to RCO
- “Remedy of specific performance”
- Terminate if funds are not available



Project Agreement



What needs to be done?

Who takes care of that?

Implement the project



Sponsor – YOU

Monitor compliance with the project agreement



Outdoor Grants Manager

Approves waivers and changes, and terminates projects for non-compliance



Director

Approves funding, waivers and scope changes, and terminates projects



Recreation and Conservation Funding Board



*Rocky Hill Park
City of Liberty Lake*

What else should I know?



RCO has many policies and procedures!
NEW since 2009...

- *Changed* - Project Agreements
- *Changed* - Reporting Requirements
- *Changed* - Reimbursement Documentation



Port of Manchester, Boating Facility Parking

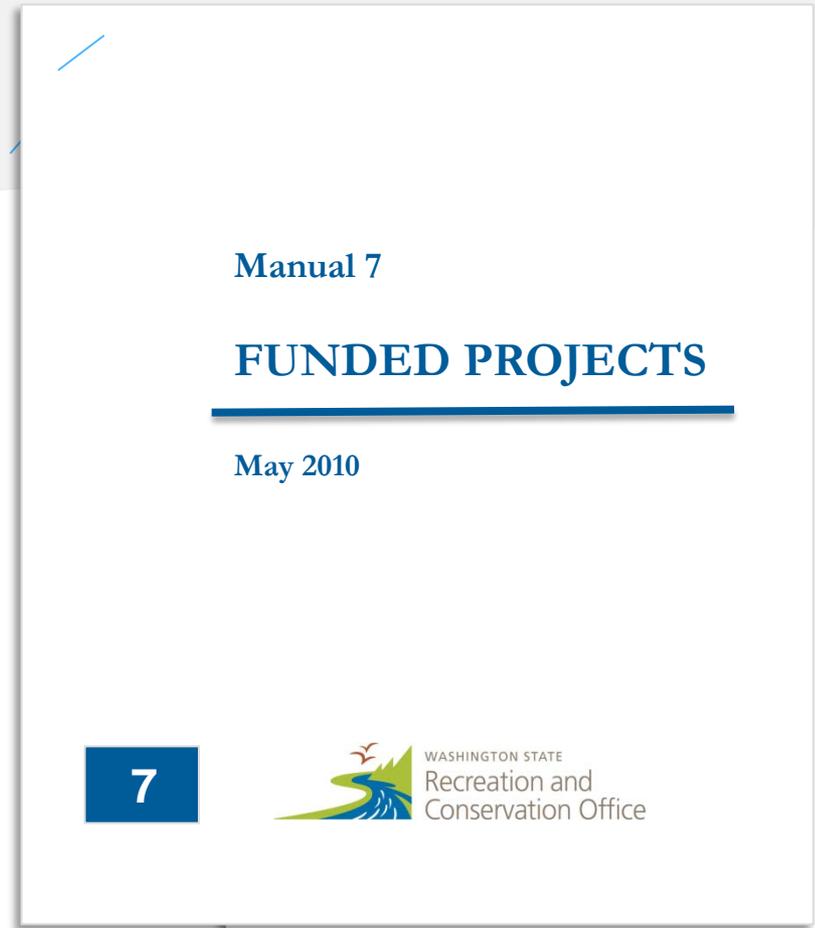
Where will I find these policies?



- Manual 3, *Acquisition Projects*
- Manual 4, *Development Projects*
- Manual 7, *Funded Projects*
- Manual 8, *Reimbursements*
- Your Project Agreement
- Outdoor Grants Manager
- RCO Website

WWW.RCO.WA.GOV

- Manual 6, *Restoration Projects* coming soon!





PROJECT MANAGEMENT AND IMPLEMENTATION

Getting Started

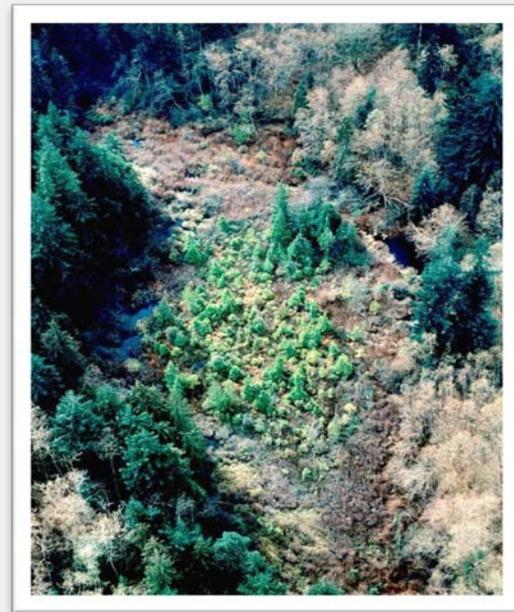
Sponsor Performance



- ❑ Complete the project described in the agreement.
- ❑ Timely completion is important!
- ❑ Failure to meet critical milestones or to complete the project (as set out in the agreement) is a breach of the Agreement.



Trout Lake Valley –Columbia Land Trust



*Whispering Fir Bog
Vashon Park District*

Progress Reports



- ❑ On-line PRISM progress reports are required!
 - Milestones in the project agreement
 - When requested by RCO
- ❑ Progress reports help sponsors, RCO and others
 - Monitor progress
 - Identify successes, and
 - Keep track of potential issues associated with implementing a funded project.
- ❑ More information
 - [Electronic Progress Reports Q&A](#)
 - Your RCO grants manager
- ❑ Screen shots of PRISM progress reports. →



*Children's Nature Exploration Area
Tacoma MPD*

Project #08-1594, Percival Landing Restoration

Overview Questions Milestones Permits Attachments Submit RCO Review

Navigate

- 01/04/2011, Interim Report, Accepted
- 07/21/2010, Interim Report, Accepted

Progress Report Dates

The Reporting Period is the timeframe covered by this progress report; when the work occurred.

Reporting Period: From Date 07/15/2010 To Date 12/15/2010

Report Status: Accepted

Submitted by Kip Summers on 12/20/2010

Project Snapshot as of 12/20/2010 (date of original "Submitted")

Fiscal Year: 2010
Funded Date: 07/09/2009
Project Start Date: 08/15/2009
Original End Date: 07/31/2012
Project End Date: 07/31/2012
All expenses must be incurred by this date

RCO Funding: \$164,075.00
Sponsor Match: \$164,075.00
Total: \$328,150.00
Paid to Date (0%): \$0.00
Remaining (100%): \$164,075.00
Last Released Payment Date: 07/27/2011
Pending Billing:
Advance Balance: \$0.00
Match Bank: \$0.00
Number of Billings: 1

Sponsor Snapshot

Sponsor Projects:
Active: 2
Completed: 13
Not Completed: 0
Total: 15

Start a New Report

Delete Report

Instructions

Start a new progress report by clicking on the **Start a New Report** button.

NOTE: Progress reports can only be entered for Active Projects.

To edit an existing report, click on the report in the navigate frame. You may only edit reports in draft status.

Progress Report Dates

Enter the dates covered by this progress report.

Project Snapshot

This section provides an overview of the project including project funding and amendment history.

Sponsor Snapshot

Amendment Type

Date Applied

Amendment Count

Instructions

1. Navigation Pane
2. Reporting Period
3. General Information

RCO Note

< Back

Next >

Project #08-1594, Percival Landing Restoration

Navigate

- 01/04/2011, Interim Report, Accepted
- 07/21/2010, Interim Report, Accepted

Start a New Report Delete Report

Instructions

Questions
Enter your answer to the questions. If you answer YES to any of the questions, a response is required.

Progress Report Questions

Please answer questions below. There is no need to repeat information from previous progress reports.

#	Question	Select Answer	Answer Description
1 of 4	Are there any significant challenges that might hinder progress or keep you from meeting your project milestones? If so, please tell us about them.	Yes	We have encountered contaminated soils. We are proceeding with the work and also evaluating extent of contamination.
2 of 4	Describe the work accomplished during this reporting period.		Contractor has removed shoreline rubble and regraded the shoreline. They have begun installation of sheetpile wall.
3 of 4	Do you anticipate any changes to your project? Please describe those changes here.	No	
4 of 4	Tell us about work planned for the next reporting period.		Complete sheet pile wall and piling install, begin construction of Harbor House.

Tabs or Screens

- Questions
- Milestones
- Permits
- Attachments
- Submit
- RCO Review Notes

Project #08-1594, Percival Landing Restoration

Overview **Questions** Milestones Permits Attachments Submit RCO Review

Navigate

- 01/04/2011, Interim Report, Accepted
- 07/21/2010, Interim Report, Accepted

Start a New Report Delete Report

Instructions

Questions
Enter your answer to the questions. If you answer YES to any of the questions, a response is required.

Progress Report Questions

Please answer questions below. There is no need to repeat information from previous progress reports.

#	Question	Select Answer	Answer Description
1 of 4	Are there any significant challenges that might hinder progress or keep you from meeting your project milestones? If so, please tell us about them.	Yes	We have encountered contaminated soils. We are proceeding with the work and also evaluating extent of contamination.
2 of 4	Describe the work accomplished during this reporting period.		Contractor has removed shoreline rubble and regraded the shoreline. They have begun installation of sheetpile wall.
3 of 4	Do you anticipate any changes to your project? Please describe those changes here.	No	
4 of 4	Tell us about work planned for the next reporting period.		Complete sheet pile wall and piling install, begin construction of Harbor House.

RCO Note

RCO Notes - Questions	Q1 of 4: Thank you for letting me know. I'm sure you will be sending in info as you have it available. Thanks!
RCO Notes - Milestones	Q2 of 4: I assume that this work did not include contamination? Also, have you gone through cultural resources review on this project? Remember, no ground disturbance until consultation is completed with DAHP and tribes.
	When you get the plans/specs about 80% complete, you might want to send a copy to Rory Calhoun - our ADA specialist. If you want, you can send them to me and I can forward to Rory, or you can contact him directly: 902-3022.

OK Cancel

RCO Note

< Back Next >

Project #08-1594, Percival Landing Restoration

Overview | Questions | **Milestones** | Permits | Attachments | Submit | RCO Review

Navigate

- 01/04/2011, Interim Report, Accepted
- 07/21/2010, Interim Report, Accepted

Start a New Report Delete Report

Instructions

Begin by checking the **Completed** box for all milestones that you have finished.

Next, indicate any milestones that are **Delayed** and enter the new target date and the reason for delay. If the task is underway, describe the progress to date.

Changing these target dates does not change the project agreement milestones. Your RCO grant manager must review and approve the proposed new target dates.

To view completed milestones, click the **Show Complete Milestones** button.

[Back to Top](#)

Project Milestones

For milestones that will not meet the Target Date, check the "Delayed" box, enter a new target date, and explain why. Note that changes made here do not change the Project Agreement. You can suggest new target dates, but they must be approved by your RCO grant manager.

Show Completed Milestones Options ▾

Milestone	Target Date	Description	Completed	Delayed	New Target Date	Progress/Reason
A&E Complete/Permit	01/31/2010	Anticipate permit	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Plans/Specs Reviewed...	03/31/2010	To be provided...	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Cultural Resources Com...	05/31/2010		<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Progress Report Submitt...	07/31/2010		<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Annual Project Billing	07/31/2010		<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Bid Awarded	08/31/2010		<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Construction Started	09/01/2010		<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Annual Project Billing	07/31/2011		<input type="checkbox"/>	<input type="checkbox"/>		
Progress Report Submitt...	07/31/2011		<input type="checkbox"/>	<input type="checkbox"/>		
Interpretive/Credit Sign	04/02/2012		<input type="checkbox"/>	<input type="checkbox"/>		
Proposed Completion D...	05/01/2012		<input type="checkbox"/>	<input type="checkbox"/>		
Agreement End Date	07/31/2012		<input type="checkbox"/>	<input type="checkbox"/>		
Annual Project Billing	07/31/2012		<input type="checkbox"/>	<input type="checkbox"/>		
Final Docs/Billing to Mg...	10/31/2012		<input type="checkbox"/>	<input type="checkbox"/>		
Progress Report Submitt	10/31/2012	Final report	<input type="checkbox"/>	<input type="checkbox"/>		

Notes for the milestone selected.

Description for related milestone selected above

Anticipate permits will be received July 2010

Edit Project Milestones

RCO Note

< Back Next >

Project #08-1594, Percival Landing Restoration

Overview | Questions | Milestones | Permits | Attachments | **Submit** | RCO Review

Navigate

- 01/04/2011, Interim Report, Accepted
- 07/21/2010, Interim Report, Accepted

Start a New Report Delete Report

Instructions

Report Submittal

Once you have completed all of the progress report fields, click on the **Submit Progress Report** button. Your grant manager will be notified that your report is ready for review.

NOTE: Only the Project Contact or the Alternate Project Contact can submit the Progress Report.

Sponsor Note to RCO Grant Manager

When you click the Submit Progress Report Button, a text field will be displayed. If you have additional information or notes that you would like to share with your grant manager, please enter them in the field provided. The notes will be included in the notification.

Data Verification

All edits passed.

Print

Generate Progress Report

Use this button to generate a Progress Report that can be printed, emailed, or exported to Word or Excel. Review this report BEFORE submitting your Progress Report.

Report Submittal

Submit Progress Report

When you click this button you'll have an opportunity to enter a note to your grant manager; an email will then be sent to notify that the progress report is ready for review. Successful submittal changes the progress report status to "Submitted".

Options ▾

Report Status	Status Date	Person	Note
Accepted	01/04/2011	Kim Sellers	Hi,
Submitted	12/20/2010	Kip Summers	
Draft	12/20/2010	Kip Summers	

Accepted by RCO!

RCO Note

Archaeological and Cultural Resources



Executive Order 05-05

Affects state funded projects with ground disturbing activities

- Development, restoration and renovation projects
- Land acquisitions for planned development

National Historic Preservation Act – Section 106

RCO issues a notice to proceed and will not reimburse funds until the sponsor demonstrates compliance.



Compliance with Applicable Laws



- ❑ The sponsor will comply with all applicable federal, state, and local laws, regulations, and policies.
 - Endangered Species
 - Nondiscrimination Laws
 - Prevailing Wage
 - Restriction on Grant Use
- ❑ The sponsor is responsible for obtaining all required permits.



Acquisition Projects



Fee Simple and Lesser Interests

- ❑ Conveyance of Rights to the State of Washington
 - Deed of Right to Use Land for Public Purposes
 - Assignment of Rights
 - Easements and Leases



Washougal Oaks - WA DNR



Rattlesnake Mountain- WA DFW

Acquisition Projects



What is needed?

- ❑ Evidence of Land Value – Appraisal with second party review
- ❑ *USPAP Special Conditions*
 - List and justify all Extraordinary Assumptions and Hypothetical Conditions used
 - Must consider existing encumbrances
 - Appraisers must provide a point value not a range
 - The restricted format of reporting is not acceptable
- ❑ Evidence of Title and Title Insurance



Acquisition Projects



What is needed?

- ❑ Legal Description of real property rights acquired
- ❑ Boundary map
- ❑ Hazardous Substances Certification

Buildings and Structures Relocation Assistance



Acquisition Projects



Resources and Tools

Manual 3, Acquisition
Projects (December 2010)

Quick Step Guide

Acquisition Project Toolkit
for Grant Sponsors

[Open Toolkit](#)

Quick Step Guide	Section
Buying property without a signed contract with RCO?	Section 2
Application Requirements	Section 7
Landowner Acknowledgement	
Washington Wildlife and Recreation Program Jurisdiction Review	
Due Diligence	
Review the preliminary title report	Section 6
Clear any title actions and quell outstanding interests	Section 6
Initiate cultural resources review	Section 2
Ensure compliance with acquisition procedures	Section 4
Get appraisal and appraisal review	Section 5
Survey of property boundaries, if needed	Section 6
Conduct environmental audit	
Determine any relocation needed	Section 4
Prepare baseline documentation (conservation easements only)	Section 2
Provide RCO with draft legal documents for review	Section 2
Obtain approval for any interim land uses on the property	Section 2
Closing	
Request escrow payment, if needed	Section 7
Record legal documents	Section 2
Obtain title insurance policy	Section 6
After Closing	
Provide RCO with copy of recorded legal documents	Section 2
Provide RCO a copy of the final title insurance policy	Section 6
Complete any relocation	Section 4
Finalize cultural resources review	Section 2
Demolish ineligible structures	Section 2
Install fencing, if needed	
Remove noxious weeds, if needed	
Install signs	Section 7
Submit stewardship plan, if required or needed	Section 2
Complete final report in PRISM	
Stewardship	
Ensure any approved interim land uses are discontinued within 3 years	Section 2
Submit conservation easement monitoring report once every 5 years	Section 7
Consult RCO on proposed compatibility uses	Section 7
Comply with income generation requirements	Section 7
Contact RCO if your future development or restoration plans are behind schedule	Section 7

Development or Restoration Projects



Manual 4, Development Projects

- ❑ Documents to RCO for review and approval
- ❑ Contracts awarded using allowable methods
- ❑ Contract change order to RCO if it requires a scope change
- ❑ Control and tenure documentation
- ❑ Nondiscrimination clause

“During the performance of this contract, the contractor agrees to comply with all federal and state nondiscrimination laws, regulations and policies”

- ❑ Use of Best Management Practices



Combination Projects



Include the acquisition of land and either facility development, planning or restoration.

Property must be secured within 90 days after the funding meeting.

- Board Funding date was June 22, 2011
- Purchase the property
- Execution of any leases or easements
- Implement all acquisition and development requirement

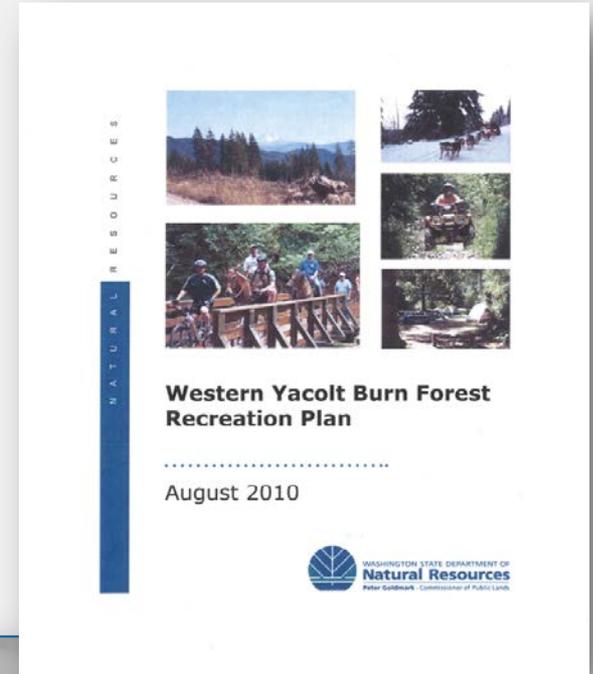


Planning Projects



What are your deliverables?

- Recreation plan
- Stewardship plan
- Construction drawings
- Bid specifications
- Permits
- Environmental documentation
- Cultural resources documents



Education, Enforcement, and Maintenance Projects



❑ Keep good records!

- Who is working?
- When are they working?
- What work is accomplished?

❑ Capital equipment

- Purchase of equipment must be included in the project agreement.
- Follow appropriate procurement procedures. (Reimbursement Training)
- Keep track of your inventory.
- Review the Equipment Liquidation policy before you dispose of equipment purchased with grant funds.



Debarment Certification for Federally Funded Projects



If a sponsor is using federal money in their RCO project:

The sponsor, by signing this contract, certifies that it along with its grantees and contractors are not presently debarred, suspended or proposed for debarment or declared ineligible from participating in this agreement by any federal department.



Green River- King Co. DNR & Parks



Entiat Shoreline Re-development – City of Entiat

Farmland Preservation Account



The following sections of the project agreement do not apply:

- **Acknowledgement and Signs** (Section 8)
- **Hazardous Substances** (Section 10)
- **Stewardship and Monitoring** (Section 14)
- **Acquisition Provisions** (Portions of sections 22)
- **Restrictions on Conversions** (Section 23)
- **Construction, Operation, Use** (Section 24)
- **Income and Income Use** (Section 25)



Orting Valley Farm – Pierce County

Reimbursement?



Show me the money!



Reimbursement Training



Join us for online training on Reimbursements. This training includes information on our billing procedures, audit requirements, and records management. Participation in reimbursement training is used to help us with our sponsor risk evaluations.

Reimbursement Training

Thursday Mornings

10:00 a.m. – 12:00 p.m.

You must pre-register to participate!

To sign up for this training, register online:

http://www.rco.wa.gov/doc_pages/fiscal_training_reg.shtml

If you have questions, send e-mail to Amie Fowler at: amie.fowler@rco.wa.gov

We ask that you, along with your billing staff or financial administrators sign up for one of these trainings. Sponsors registering now will be scheduled for trainings starting September 15, 2011.

WWW.RCO.WA.GOV

Questions?



Lacey, Regional Athletic Center



Cheney, Betz Park Baseball/Softball Fields



King County, Duthie Hill

*Enumclaw
Field Improvements*



Design Considerations

Sustainable Design

“Best Practices”



RCO encourages sponsors to use sustainable design practices!

- ❑ Plants: Native vegetation
- ❑ Landscapes: Drought resistant vegetation
- ❑ Education: Interpretive panels to educate others
- ❑ Materials: Recycled decking, recycled products
- ❑ Energy: High-efficiency lighting
- ❑ Water : Rain gardens, porous paving
- ❑ Transportation: Trail corridors, bus routes

Does the proposed design protect natural resources on site or integrate sustainability elements or low impact development techniques, green infrastructure or environmentally preferred building products?

Olympia Woodland Trail Development

City of Olympia



Sustainable elements:

- ❑ Porous paving in the parking lot
- ❑ Green restroom roof
- ❑ Removed non-native, invasive plants, and
- ❑ Planted native trees and shrubs.



Blueberry Park Development City of Bremerton



This park boasts:

- ❑ Community gardens supported by stewards
- ❑ Bus access and direct connections to bike routes and the bike/pedestrian systems
- ❑ Native trees and shrubs, and
- ❑ A permeable base trail made of a composite of crushed rock and recycled asphalt.



Sponsors are required to:



- ❑ Comply with the terms of the project agreement
- ❑ Comply with applicable health, fire/safety and building codes
- ❑ Comply with current accessibility requirements, for example:
Americans with Disabilities Act (ADA)
- ❑ Provide plans and specifications at 100% to proceed
 - RCO asks you to submit complex plans at 40-60% design
- ❑ Provide “as built” or record drawings to close the project



Access requirements are:



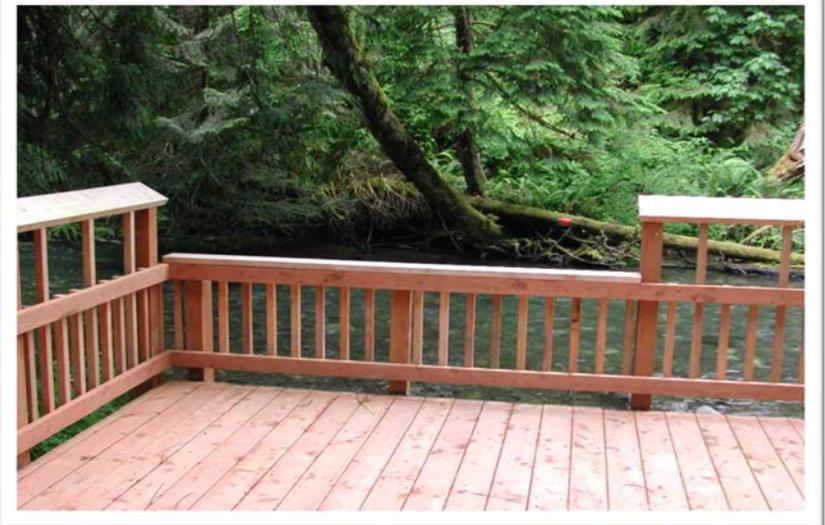
- ❑ Not expensive if done correctly. Plan ahead!
- ❑ Can be used by everyone.
- ❑ Meeting the need for aging populations.
- ❑ Transparent when done correctly.
- ❑ Complex at times, but can be solved.



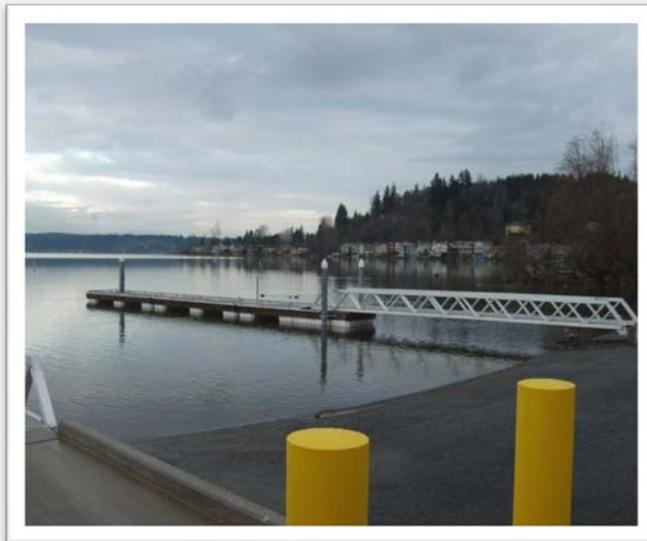
What needs to be Accessible?



- ❑ Most newly constructed or altered facilities
- ❑ Parking spaces
- ❑ Picnic areas
- ❑ Access routes to features
- ❑ Sport courts
- ❑ Playgrounds
- ❑ Trails for pedestrians
- ❑ Firing lines at gun ranges



Exceptions to ADA?



- ❑ May be allowed for trails or beaches for very specific reasons and on a case by case basis
- ❑ For certain terrain issues
- ❑ Environment alteration of setting, primary purpose
- ❑ Examples
 - Field surface of play
 - Lighting only, irrigation drainage only, things that don't effect ADA access

Accessibility Guidelines and Resources



- ❑ 2010 ADA Standards for Accessible Design & 2009 Draft Final Outdoor Developed Areas <http://www.access-board.gov/>

-
- ❑ Visit RCO's web site:

<http://www.rco.wa.gov/grants/accessibility.shtml>

- ❑ Contact RCO for advise and specific technical assistance.
Rory Calhoun (360) 902-3022





Project Close Out

Wrapping Up Your Grant Funded Project

Project Close Out?



- ❑ Includes several steps RCO and the sponsor take to document completion of the project
- ❑ Is a review of sponsors performance related to project scope
- ❑ Is RCO's final documentation and accountability for the grant funding
- ❑ Documents what will be required for long-term compliance and inspections.



Steps to closing a project



1. Schedule a final project inspection (Site Visit)
2. Submit final report in PRISM
3. Final reimbursement request
4. Submit as-built plans and boundary maps
5. Post signs and acknowledgements
6. Maintain Records



Poulsbo's Fish Park Expansion – City of Poulsbo

Final Inspection

- Requested by Sponsor at substantial completion of project (pre-punch list)
- OGM performs field inspection to verify:
 - Scope elements are complete per Agreement
 - Barrier-free access to project elements and features
 - Signs
 - Construction quality and park appearance



*Children's Nature Exploration
Area Tacoma MPD*

To prepare for final inspection:



- ❑ Ensure work is substantially complete
- ❑ Review the project description and eligible scope activities report in your Agreement
- ❑ Have the “right” people involved
- ❑ Next slides are PRISM screen shots of Final Reports.



Lynnwood's Doc Hageman Park

Complete Final Report



- On-line reporting in PRISM
- Written explanation of work accomplished

Section 2

Getting Started with PRISM Start a New Application

Project Selection Criteria

1. Fill in selection criteria and press Enter or click "Refresh".

Clear Filter Refresh

Proj#	Type	Sponsor	Project	Agen	Board - Section	Program	Manager	Status	FR
						RTP		Funded	

Projects Meeting Criteria

2. Click row to select project; click toolbar button.

View Snapshot View HWS Options

Proj#	Type	Sponsor	Project	Agen	Board - Section	Program	Manager	Status	FR
10-1519	Edu	USFS WNF Cle Elum RD	Cle Elum ORV Education	RCO	..RCFB - Rec	RTP-EDUC	DanH	Active	
09-1207	Mnt	Mountains to Sound Greenway	Mountains to Sound Trail...	RCO	..RCFB - Rec	RTP-GENER	LaurM	Active	
08-1598	Dev	Evergreen Mt Bike Alliance	S Fork Snoqualmie Road t...	RCO	..RCFB - Rec	RTP-GENER	LaurM	Closed Co...	
			Crystal Lake Trail	RCO	..RCFB - Rec	RTP-GENER	KarlJ	Closed Co...	
			Evans Creek ORV Mainte...	RCO	..RCFB - Rec	RTP-GENER	KarlJ	Closed Co...	
08-1701	Mnt	USFS MRNF Darrington RD	Darrington Trail Maintena...	RCO	..RCFB - Rec	RTP-GENER	KarlJ	Closed Co...	

Alerts

Final Report In Progress Final Report Complete

Total Projects: 512 Project Type Filter Status Detail Include related organization projects

10-1712 D Evergreen Mt Bike Alliance S. Fork Snoqualmie Road to Trail C RTP - General LaurM Director Approved MargA PROD 1.0.497

10:40 PM

Project #08-1303, Kiwanis Park Splash Park and Boardwalk, FINAL REPORT, Accepted

Worksite Info **Worksite Costs** Worksite Metrics

Navigate

Click below to navigate screen itions

Project: Kiwanis Park Splash Park an...

Worksite: Splash Park and Boardw...

Property: Kiwanis Park

Worksite Billed Costs

Billing Category	Estimated	Expended	Non Reimbursable	Total Billed
A&E	\$39,000.00	\$60,279.97	\$0.00	\$60,279.97
Construction	\$605,000.00	\$604,353.10	\$0.00	\$604,353.10
	\$644,000.00	\$664,633.07	\$0.00	\$664,633.07

Date of Last Released Billing 05/20/2011

Worksite or Property Billed Costs show the amounts billed and reimbursed by RCO.

Instructions

Worksite Costs

Worksite Billed Costs

This grid is read-only and shows the expended and non reimbursable amounts billed for this worksite; it includes pending bills.

Worksite Funding

Based on worksite information, each work type must be completed and not leave any funding unallocated.

NOTE: This report is automatically submitted to the RCO (Construction & Engineering).

	Proposed	Final
General Site Improvements Funding: Dollars allocated/spent for General Site Improvements	\$7,000	\$16,853
Swimming Facilities Funding: Dollars allocated/spent for Swimming Facilities	\$295,000	\$310,000
Trails Funding: Dollars allocated/spent for Trails	\$303,000	\$275,000
Funding for Permits		\$2,500
Funding for architectural	\$39,000	\$60,280
Worksite Total	\$644,000	\$664,633

Sponsors must show the actual costs for each Work Type. Keeping meticulous records will help you complete this report.

Project #09-1207, Mountains to Sound Trail Maintenance 2010, FINAL REPORT, Draft

Overview | Description | Site | Project Costs | Project Metrics | Attachments | **Submit** | RCO Review

Navigate

Click below to navigate screen itions ▾

Project: Mountains to Sound Trail Mai...

Worksite: Mountains to Sound Gre...

Instructions

Before submitting a final report, make sure all required information is complete.

Data Verification
This table will identify corrections and additions needed before submitting. When all required fields are completed, the **All edits passed** message will display.

Generate Final Report
Use this button to generate a final report for your records.

Sponsor Certification
Check the Sponsor Certification(s) before submitting the Final Report.

Report Submittal
Once all final report fields are complete, click on the **Submit Final Report**

Data Verification

Please make the following corrections before submitting this final report.

Options ▾

Final Report Screen	Correction Needed	Details
Worksite Costs	Worksite Final Category Costs must equal Total Billed	Worksite = Mountains to Sound Greenway (Final Category Costs for the worksite total \$0.00, Total Billed for the worksite = \$78690.00)

Print

Use this button to generate a complete Final Report that can be printed, emailed, or exported to Word or Excel. Review this report BEFORE submitting your Final Report.

Sponsor Certification

I certify that this project has been completed in accordance with the project agreement (as amended if applicable).

I certify that, to the best of my knowledge, the information in this Final Report is true and correct.

Report Submittal

Only Doug Schindler or William Tyler can submit the final report. When you click this button you'll have an opportunity to enter a note to your grant manager; an email will then be sent to notify that the final report is ready for review. Successful submittal changes the final report status to "Submitted".

Report Status	Status Date	Person
Draft	07/21/2011	William Tyler

1. Data Verification
2. Print - Generate Final Report
3. Sponsor Certification
4. Report Submittal
5. Report Status

Project #08-1303, Kiwanis Park Splash Park and Boardwalk, FINAL REPORT, Accepted

Overview | Description | Site | Project Costs | Project Metrics | Attachments | **Submit** | RCO Review

Navigate

Click below to navigate screen options ▾

- Project: Kiwanis Park Splash Park an...
- Worksite: Splash Park and Boardw...
- Property: Kiwanis Park

Instructions

Before submitting a final report, make sure all required information is complete.

Data Verification

This table will identify corrections and additions needed before submitting. When all required fields are completed, the **All edits passed** message will display.

Generate Final Report

Use this button to generate a final report for your records.

Sponsor Certification

Check the Sponsor Certification(s) before submitting the Final Report.

Report Submittal

Once all final report fields are complete, click on the **Submit Final Report**

Data Verification

All edits passed.

Print

Generate Final Report

Use this button to generate a final report exported to Word or PDF.

Sponsor Certification

- I certify that this project has been completed in accordance with the project plan.
- I certify that, to the best of my knowledge, the information in this Final Report is true and correct.

Report Submittal

Submit Final Report

Only Patrik Dylan or Larry Otos can submit the final report. When you click this button you'll have an opportunity to enter a note to your grant manager, an email will then be sent to notify that the final report is ready for review. Successful submittal changes the final report status to "Submitted".

Report Status	Status Date	Person	Note
Accepted	07/01/2011	Darrell Jennings	Thanks! Great job. Hope to stop and see it soon.
Submitted	06/29/2011	Patrik Dylan	I had Larry sign a hard copy if you need that.
Draft	06/28/2011	Patrik Dylan	

RCO Note

1. Data Verification
2. Print - Generate Final Report
3. Sponsor Certification
4. Report Submittal
5. Report Status

Final Reimbursement



- ❑ RCO holds 10% retainage
- ❑ RCO releases final payment upon:
 - Approving work through final inspection
 - Receipt of complete final reimbursement package
 - Submittal and acceptance of final report in PRISM
 - Processing any amendments to the Agreement



As-built Plans



- ❑ Required for all development projects
- ❑ Site plan, aerial photo or trail map that clearly shows the project site as it was constructed
- ❑ Includes project site name and date submitted
- ❑ Electronic as PDF or hard copy



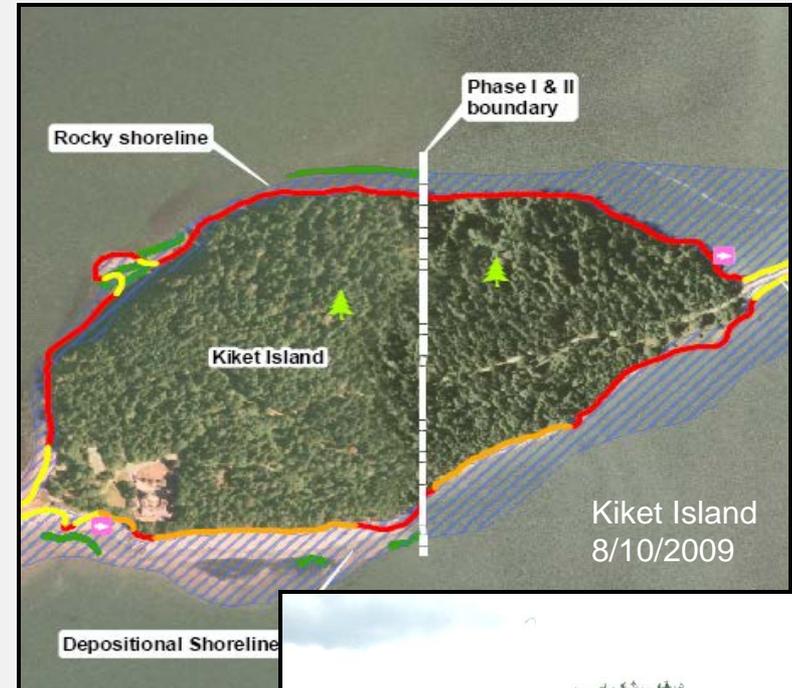
City of Bremerton
Evergreen Park



Boundary Map



- ❑ Required for all acquisition projects
- ❑ Can be aerial photo or parcel map that identifies the extent of the project boundaries
- ❑ Includes project site name and date submitted
- ❑ Electronic as PDF or hard copy



Grant Program Acknowledgement



- ❑ In all publications and press releases referring to the project
- ❑ Sign at the project site

A COOPERATIVE PROJECT

Aquatic Lands
Enhancement
Account



WASHINGTON STATE DEPARTMENT OF
Natural Resources



Land and Water
Conservation Fund

Recreational Trails Program



U.S. Department of Transportation
Federal Highway Administration

FUNDING PROVIDED BY
**Boating Facilities
Program**

FUNDING PROVIDED BY
**Washington Wildlife and
Recreation Program**



WASHINGTON STATE
Recreation and Conservation
Funding Board

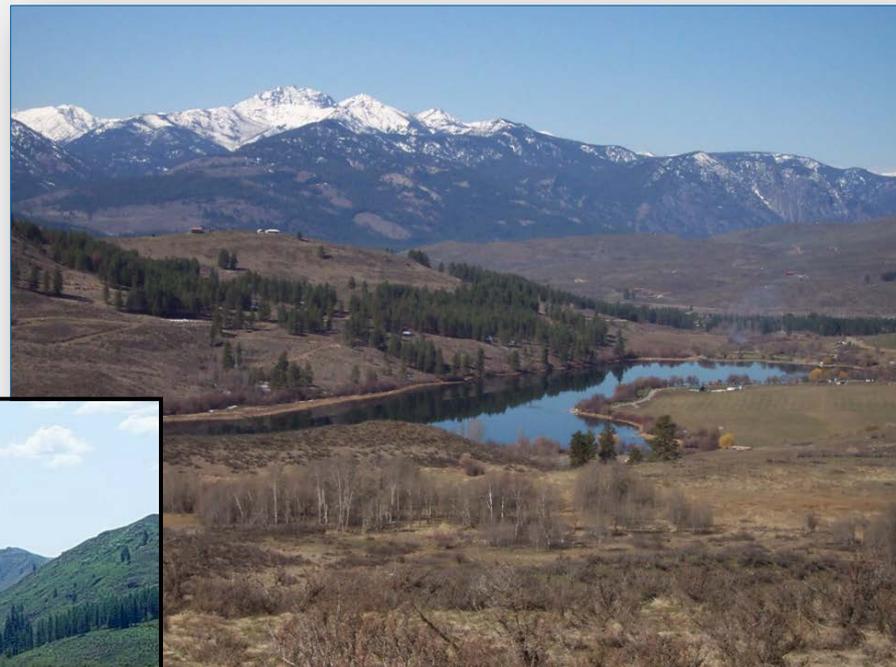
WWW.RCO.WA.GOV

Maintain Records



Keep copies of all books, records, documents, data, and other materials relevant to the grant agreement for six years after RCO closes the Grant Agreement.

*State Parks & Recreation
Pearrygin Hill Acquisition*



Grants are for the long-term!



- ❑ Accepting grants means on-going obligations for the site
- ❑ Agreements contain information on long-term obligations:
 - Maintenance requirements
 - Stewardship and monitoring
 - Reasonable hours of operation
 - Income and income use policies
 - Preference for use
 - RCO's right to inspect



Department of Fish and Wildlife



Long-Term Grant Compliance

Long-Term Grant Compliance



RCO's goal is to conduct an inspection once every five years in order to ensure the sponsor's funded project is in compliance.

- ❑ RCO will send you a copy of the inspection report.

In that report RCO might say:

- All is well
- Minor finding
 - No acknowledgement sign
- Medium finding
 - Maintenance is poor
- Major finding
 - Site is no longer being used for the primary purpose



North Bay/Coulter Creek
Mason County

What is a Conversion?



A Conversion - the essential use, function or management of the grant funded site has been changed from what was intended in the original grant agreement

Restriction on Conversion of Real Property and/or Facilities to Other Uses

“The Sponsor shall not at any time convert any real property or facility acquired, developed, and/or restored... without prior approval of the funding board in compliance with applicable statutes, rules, and funding board policies.”

When does a conversion occur?



- ❑ A conversion may occur under any of the following circumstances:
 - Conveyance of a property right for inconsistent purposes
 - Conveyance to an ineligible third party
 - Non-eligible uses
 - Non-eligible facilities
 - Termination of public use
 - Environmental function diminished



Conversions



Exceptions to the conversions rule:

- ❑ Extraordinary vandalism
- ❑ Acts of Nature
- ❑ Fire
- ❑ Permit requirements that disallow specific elements
- ❑ Designed life expectancy reached
- ❑ Reversion Order (“Rail-banking”)



The Conversion Process



The Conversion Process:

- Requires the sponsor to replace the property that is being converted
 - New property must be of equal value and utility
 - Appraisals are needed
- Requires public input during the process
- Requires approval from the Recreation and Conservation Funding Board (and from the National Parks Service if the original grant included LWCF funding)
- Unresolved conversions could result in sponsor becoming a “high-risk sponsor”.



Conversions



The most frequent mistake that leads to an unintended conversion:

Poor record keeping – employees do not realize the site was once funded with an RCO grant.

Before you convert...

Review your resources:

- Your Grant Agreement
- Section 3, “Compliance” in RCO Manual 7, Funded Projects

★ Contact your RCO grants manager!

Changes to come...

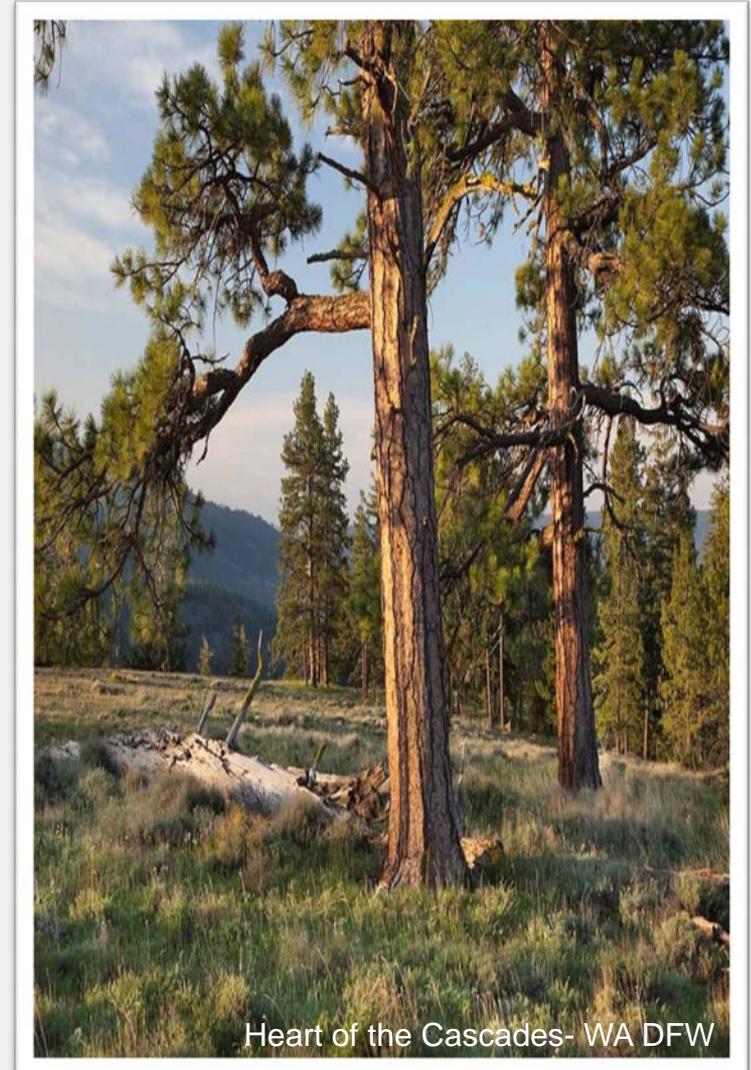


Future PRISM upgrades to look forward to:

- ❑ Compliance Monitoring and Inspections
 - Anticipated Winter 2012

- ❑ Online Bill Submittal
 - Anticipated Spring 2013

 [Click to view RCO's new Project Search Tool](#)



Heart of the Cascades- WA DFW



Congratulations!



Thank you for participating in a Successful Applicant Workshop.
If you have questions please call (360) 902-3000 and ask for a Grants Manager.



WASHINGTON STATE
Recreation and
Conservation Office