

February 2012

Class Offered on Washington State's Water Crossings Guidelines

The Aquatic Habitat Guidelines Program is in the final process of completing *Washington State's Water Crossings Guidelines*. These guidelines are an update of the *Fish Passage at Road Crossing Guidelines* published in 2003 and include new information on bridge, tide gate, and flood gate design.

A two-day training class on the guidelines is set for 9 a.m. to 4 p.m., March 20-21, in the Lacey Community Center, Lacey for \$125.

Instructor Bob Barnard will give you a working knowledge of the guidelines and a basic understanding of fish passage design. Topics include culvert and bridge design, tide and flood gates, channel profile adjustments, road impounded wetlands, and tidally influenced crossings. View the [document](#) beforehand.

[More Information and Registration](#)

RCO Sends New Requests for Billing Backup Documentation

In November, RCO changed the way we asked for backup documents for bills and began requesting additional information from randomly selected grant recipients every month. If you were the recipient of this request, we want to ask you to respond promptly. Please note, requests for expanded fiscal documentation are sent to the fiscal contact and the primary project contact listed in PRISM. Please check PRISM to make sure your contacts are up-to-date.

RCO also continues conducting onsite fiscal reviews. If you are selected for an onsite review, RCO will notify you through e-mail and then come to your office and review select project documentation with your staff. These reviews normally take a day to complete and help both the sponsor and RCO refine the billing process.

Questions? Contact [Brent Hedden](#) at 360-902-3007, TDD 360-902-1996.

Unskilled Labor and Mileage Rates Updated

RCO has published the 2012 [donated, unskilled labor rate](#), as well as the 2012 mileage reimbursement rate for use by grant applicants and recipients.

RCO defines unskilled labor as work that generally does not require any experience or training. Reimbursement form 205a is used to record donated, unskilled labor.

RCO also allows reimbursement for travel to and from the worksite. If you choose to claim the mileage for travel time, the hourly donation rate will start once the volunteer has arrived at the project site and begins work. You may not claim the mileage and the hourly donation rate for travel time.

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