

Recreation and Conservation Office Successful Applicant Workshop

Wednesday, August 24, 2011 - 9:30 a.m. – 11:45 a.m. (webinar or in person)
Natural Resources Building, Room 172

At its business meetings in October 2010 and June 2011 the Recreation and Conservation Funding Board (RCFB) approved grant awards for several grant programs. You may click on the links below to see the final approved lists and funding amounts as posted on our Web site.

- **Aquatic Lands Enhancement Account (ALEA) projects.**
<http://www.rco.wa.gov/documents/rcfb/alea/ALEA2010GrantsFunded.pdf>
- **Boating Facilities Program (BFP) projects.**
<http://www.rco.wa.gov/documents/rcfb/bfp/BFP2011GrantsAwarded.pdf>
- **Boating Infrastructure Grant (BIG) project.**
<http://www.rco.wa.gov/documents/rcfb/big/BIG2010GrantAwarded.pdf>
- **Firearms and Archery Range Recreation (FARR) projects.**
<http://www.rco.wa.gov/documents/rcfb/farr/FARR2011GrantsAwarded.pdf>
- **Land and Water Conservation Fund (LWCF) projects.**
<http://www.rco.wa.gov/documents/rcfb/lwcf/LWCFEvaluationFY2011.pdf>
(Note, only the top two projects are funded)
- **Nonhighway and Off-road Vehicle Activities (NOVA) projects.**
<http://www.rco.wa.gov/documents/rcfb/nova/NOVA2011FundedGrants.pdf>
- **Recreational Trails Program (RTP) projects.**
<http://www.rco.wa.gov/documents/rcfb/rtp/RTPGrantsAwarded2010.pdf>
- **Washington Wildlife and Recreation Program (WWRP) projects.**
<http://www.rco.wa.gov/documents/rcfb/wwrp/WWRP2010GrantsAwarded.pdf>

So what's the next step? By the time you attend this workshop most of you should have the agreement for your funded project(s). To ensure that the implementation phase of your project runs smoothly, a representative from your agency should attend a Successful Applicant Workshop.

At this workshop, RCO staff will give you information on your responsibilities for implementing and managing your grant. We will cover RCO's expectations for all project sponsors during the agreement period, discuss how to close out this phase of the project, and describe some of the

long-term obligations for projects that involve acquisition, development, or restoration activities. While we rarely use the term “mandatory,” all successful applicants (now project sponsors) are strongly encouraged to attend this workshop at least once every year or so to get the latest information on new policies and procedural changes.

Workshop Agenda

Procedures for Funded Projects

What are your responsibilities as a grant recipient? Learn about a variety of topics: getting started, acquisition tool kit for sponsors, project changes, amendments, cost increases, milestones, progress reports, time extensions, plan and specification reviews, permits, and more.

Designing for Barrier-free Access

Public access facilities must be designed for barrier-free access. This session offers tips on cost-effective ways to meet this requirement. Information also will be shared about special exemptions.

Closing Out a Project

How do I close out my project? This session covers preparing a final report and submitting close out documents (final plans, boundary maps, photos). We will also highlight tips for sharing your completed project with the public.

RCO On-Going Compliance

This session offers a review of the long-term responsibilities of grant recipients with an overview of the basic tenets of a project contract and how to avoid or address compliance issues, once the project is complete. Learn what an RCO inspection is all about.

Questions and Wrap Up

This is your opportunity to ask questions about anything you have heard. We want you to leave the meeting with all the information you need to “hit the ground running” and get your project(s) underway. You may also contact your RCO grants manager for more information.

Reimbursement Training

In the past Successful Applicant Workshops included a segment called Reimbursement Procedures. RCO staff now conducts Web conferences that cover this information. These sessions are scheduled throughout the year, on Thursdays from 10:00 a.m. to 12:00 p.m. We ask that you, along with your billing staff or financial administrators sign up for one of these trainings. 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.

To sign up for this training, register online:

http://www.rco.wa.gov/doc_pages/fiscal_training_reg.shtml. RCO will send you an email confirming a specific date and time. Participation is limited to 10 sponsors (organizations) per session. Sponsors registering now will be scheduled for trainings starting in September. If you have questions, you may contact Amie Fowler at (360) 725-3939 or amie.fowler@rco.wa.gov.

If you have questions about the Successful Applicant Workshop, please contact Rachel LeBaron Anderson at Rachel.LeBaronAnderson@rco.wa.gov or (360) 902-3013.