



# PRISM Application Changes

## 2010-2011 Grants Cycle

# PRISM Changes



The Recreation and Conservation Office (RCO) has updated PRISM to:

- Capture measurements required by the National Oceanic and Atmospheric Administration for salmon recovery projects
- Capture measurements for recreation and conservation projects, and
- Make general improvements that we hope will make PRISM easier to use.

# PRISM Changes



- Browse or Selection Screen
  - *New* Project Type Abbreviation
  - *New* Project Filter Feature for Looking Up Project Types
- Application Screens
  - *New* Selecting Work Types for Project Scope
  - *New* Look for the Cost Estimates Tab
  - *Changed* “Measurements” to “Metrics”
  - *Added* Metrics to Conservation and Recreation Projects

# What's New



## Project Types

There are three major changes to project types.

- RCO eliminated project type names that were confusing to applicants.
- RCO added new names that represent the type of work planned for each project.
- RCO added three-letter codes to make selecting project types easier.
- RCO added a filter for sorting project types.

# What's New



## Instead of Combined or Non-Capital, applicants now select:

- Acquisition and Development (Acq, Dev)
- Acquisition and Restoration (Acq, Rst)
- Acquisition, Development and Restoration (Acq, Dev, Rst)
- Development and Restoration (Dev, Rst)
- Planning (Pln)
- Planning and Acquisition (Pln , Acq)
- Planning, Acquisition and Restoration (Pln, Acq, Rst)

These combinations are available for some grant programs. PRISM limits your selection options based on program and project type.

**Notes:** Applicants may still submit single focused projects for Acquisition, Development, Education, Maintenance, or Restoration.

Getting Started with PRISM Start a New Application

# PRISM NOW

### Project Selection Criteria

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

Clear Filter Refresh

Proj#	Type	Sponsor	Project	Agenc	Board - Sect	Program	Manager	Status
				R...	RCFB			Funded

### Projects Meeting Criteria

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

Proj#	Type	Sponsor	Project	Agenc	Board - Sect	Program	Manager	Status
06-2307	Pln	Weston Solutions Inc.	Cost Estimates for Trails Database	RCO	..RCFB - R...	NOVA-ORV	JimE	Closed Comp
06-2199	Acq	Tukwila City of	Duwamish Gardens	RCO	..RCFB - C...	ALEA	MarcD	Active
06-2186	Pln	ESA Adolfson	ORV Noise Study	RCO	..RCFB - R...	NOVA-ORV	GregL	Closed Comp
06-2157	Dev	State Parks	Jones Island - ADA Moorage	RCO	..RCFB - R...	BFP-STATE	MyraB	Active
06-2137	Acq	Snohomish County of	Broers Organic Berry Farm	RCO	..RCFB - C...	WWRP-FPA-FP	KammB	Closed Comp
06-2130	Acq	Natural Resources Dept of	Stavis NRCA Riparian 2006	RCO	..RCFB - C...	WWRP-RPA-RP	KimS	Closed Comp
06-2125	Acq	Richland City of	Amon Creek Land Acqiusition	RCO	..RCFB - R...	WWRP-ORA-LP	SaraT	Closed Comp
06-2116	Acq,Dev	Lynnwood City of				ORA-LP	KarlJ	Closed Comp
06-2082	Dev	Benton City				CAL	SaraT	Closed Comp
06-2076	Acq	Whatcom County of				FPA-FP	KammB	Closed Comp
06-2073	Dev	State Parks				ORA-SP	MyraB	Active
06-2072	Acq	Eatonville Town of				RPA-RP	KimS	Active
06-2071	Dev	North Bonneville City of				NHR	DanH	Closed Comp
06-2065	Dev	Bainbridge Island Park Dist				ORA-LP	SaraT	Active
06-2063	Mnt	Mount Tahoma Trails Assn				ENER	SaraT	Closed Comp
06-2059	Rst	Fish & Wildlife Dept of	Morse Creek Riverine Restoration	RCO	..RCFB - C...	WWRP-HCA-SL...	ElizB	Active
06-2056	Acq	Seattle City of	Longfellow Creek Greenspace Expansion	RCO	..RCFB - C...	WWRP-HCA-UW	ElizB	Closed Comp
06-2053	Acq	Kitsap Countv of	Kinaston Villaae Green	RCO	..RCFB - R...	WWRP-ORA-LP	SaraT	Closed Comp

The Project Type for combination projects now reflects the specific kind of combination:  
**Acquisition and Development**

Total Projects: 4636  Project Type Filter  Status Detail  Include related organization projects

91-211	A	City of Newcastle	May Creek Trail Addition	WWRP - Trails	LaurM	Active Completed	MargA	PROD	1.0.414
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# What's New



## Categories and Work Types

- Work types identify the scope of work planned for the project. Applicants select the work types for each project.
- The work types are grouped into categories.

For example:

- **Category:** General Site Improvements
  - Install site furnishings (benches, picnic tables)
  - Install general security lighting
  - Landscaping improvements (drainage, irrigation, trees and shrubs)
- **Category:** Trails
  - Trail development
  - Trail bridge development

Work  
Types

# What's New



- **Category: Acquisition**

- Land
- Easement
- Incidentals
- Fencing (Acq)
- Signs (Acq)

Work  
Types



## Administration

Admin costs are the sponsor's direct costs to acquire real property. Manual 3, *Acquiring Land: Policies* provides more information on eligible acquisition and administration costs. Admin costs for a Land and Water Conservation Fund project is limited to administrative costs for relocating individuals or businesses.

Project #10-1401, Smithsonian Conservation Area

Property Description **Cost Estimates** Metrics App Questions

Navigate

Click below to navigate screens

- Project: Smithsonian Conservation Area (...)
- Worksite: Smith Habitat Area (#1)
- Property: Willingsellersmith**

Add Worksite Add Property

Instructions

This tab requests information on property costs.

**Acquisition Cost Estimate**

From the drop-down box, select the acquisition Work Types applicable to this property. Enter the estimated amount of each type selected. Only the listed work types will be reimbursable.

**Administrative Costs**

If applicable, enter the amount of Administrative costs associated with this property.

**Property Value**

From the drop-down box, select how you determined the estimated value of this property.

Acquisition Cost Estimate

Work Type	Estimated Amount
Easement	\$355,000.00
Fencing (Acq)	\$15,000.00
Incidentals	\$35,000.00
Signs(Acq)	\$5,000.00
Stewardship plan	\$5,000.00
	\$415,000.00

Subtotal \$415,000.00  
 Admin %  
 Total Acquisition \$415,000.00

Property Value

Value Determination

Appraised/Reviewed Value

Acquisition Work Types are selected at the property level on the Cost Estimates screen.

# Acquisition Work Types



## Real Property

- Acquisition work types include the purchase of real property – land and improvements, easements, long-term leases, and other property rights.

## Incidentals

- The work type Incidentals, for most acquisition projects, is a lump sum of costs typically “required” to complete an acquisition. Incidentals include: appraisal, appraisal review, baseline inventory, closing costs, hazardous substances assessment, prorated taxes, recording fees, title insurance, and wetland delineation.
- The work type Incidentals for a Land and Water Conservation Fund acquisition project is limited to: closing costs, costs for environmental documentation, recording fees, and prorated real estate taxes. Applicants must use other fund sources to pay for the appraisal, appraisal review, title insurance, etc.

## Other Incidental Work Types

- If applicable, separate costs must be entered for other work types such as cultural resources, boundary line adjustment, demolition, fencing, noxious weed control, relocation, signing, stewardship plan, and survey.

# Development/Restoration Work Types



PRISM 2007 (PROD) - [Application Data - Project# 08-1165]

File Action Screen Reports Window Help

Browse Application Progress Report Checklist Org/Person Schedule Summary Agreement Billing Status Inspections

### Project #08-1165, Mt. Si NRCA Trail Bridges (Development) 2008

Worksite Description **Work Types** Metrics Cost Estimates App Questions Cost Estimates (Original)

Select one or more Work Types that apply to this project. Scroll down to see full list.

floats, bleachers, etc.

Swimming beach development Development or renovation of a beach for access to the water and swimming. May include beach surfacing materials such as sand, gravel, etc.

**Trails**

Projects that provide opportunities for walking, jogging, hiking, bicycling, inline skating, cross country skiing, riding horses, riding motorcycles, and/or driving/riding off-road vehicles on designated trails. These trails offer connections throughout a community and between communities and areas.

Trail bridge development Development or renovation of a trail bridge.

Trail development Development or renovation of a recreational trail or boardwalk. Trails are linear in nature and provide recreational experiences.

**Utilities**

Utility services for the basic operation, including necessary infrastructure, or to enhance public use and enjoyment of a site.

Install communication utilities Installation or relocation of the general service connection and lines for telephone utilities to serve the site.

Install fire suppression system Installation of the infrastructure to detect and put out fires.

Install gas utilities Installation or relocation of the general service connection and lines for gas utilities to serve the site.

Install power utilities Installation or relocation of the general service connection and lines for electric utilities to serve the site.

Install sewage system Installation or relocation of general service connection and lines for sewer utilities, onsite sewage treatment, septic system, dump station, or sewage pump-out.

Install stormwater system Installation or relocation of the infrastructure to collect, convey and/or treat on-site stormwater.

**Navigate**

Click below to navigate screens

Project: Mt. Si NRCA Trail Bridges (Devel...  
Worksite: Mt. Si NRCA (#1)  
Property: Mt. Si NRCA

**Worksite Level**

Add Worksite Add Property

**Instructions**

**Work Types**

This tab shows all of the Categories and Work Types that are valid for the Program and Project type for which you are applying.

By checking the appropriate checkbox(es), select the Work Types that are included in your project.

**Categories and Work Types**

08-1165 D Dept of Natural Resources Mt. Si NRCA Trail Bridges (Development) WWRP - State Lands Development LaurM Closed Completed MargA PROD 1.0.393

start PRISM 2... 3 Mic... 2 Wind... Microsof... PRISM C... 4 Mic... 6:22 PM

### Project #05-1605, North Meander Reconnection, Phase II

Worksite Description **Work Types** Metrics Cost Estimates App Questions Cost Estimates (Original)

Select one or more Work Types that apply to this project. Scroll down to see full list.

**Navigate**  
Click below to navigate screens

Project: North Meander Reconnection, P...  
Worksite: North Meander Reconnectio...  
Property: Brekhus

Add Worksite

#### Instructions

#### Work Types

This tab shows all Work Types that a and Project type fo

By checking the appropriate checkbox(es), select the Work Types that are included in your project.

Selecting work types from this Work Types screen, automatically adds these work types to the Cost Estimates screen, making it possible to enter costs.

General restoration activities

- Fish screens installed Fish screens installed.
- Fish screens replaced or modified Fish screens replaced or modified.
- Restoration activities that occur on most restoration projects but are not included in another category.**
- Implementation monitoring
- Other restoration activities List other planned restoration activities that do not fall into one of the work types listed.
- Restoration fencing and gates Fencing and gates needed to limit site access or protect areas being restored.
- Restoration signs The purchase and installation of signs used for interpretation and/or education of restoration methods or other values related to the project.
- Traffic control Traffic control activities during restoration work.
- Utility relocation / reconnection Relocation or reconnection of utilities due to restoration activities.
- Projects that maintain and/or increase the flow of water to provide needed salmonid habitat conditions. These can include water rights purchases/leases, or irrigation practice improvements (reduced flow into fields) including water conservation projects to reduce stream diversions or extractions.**
- Irrigation practice improvement Improvement of irrigation practices (where water is removed from a stream) to protect fish. This includes: reducing withdrawals; installing a headgate with water gauge to control water flow into irrigation canals and ditches; regulating flow on previously unregulated diversions; or, replacing open canals with pipes to reduce water loss to evaporation.
- Water flow gauges Water gauges installed to measure water use.
- Water leased or Water that is leased or purchased, and thus not withdrawn from the

Project #10-1909, M's NOVA Test

**Navigate**  
 Click below to navigate screens

Project: M's NOVA Test (#10-1909)  
 Worksite: new place (#1)  
 Property:

Add Worksite Add Property

Development Cost Estimate

Categories and Work Types selected on previous tab:

Print Worksheet

Category	Work Type	Total Cost	Cost Description (optional)
Buildings and Structures	Construct / install restroom	\$30,000.00	composting toilet
Cultural Resources	Cultural resources	\$5,000.00	
General Site Improvements	Develop viewpoint	\$11,000.00	
General Site Improvements	Install site furnishings	\$3,000.00	
Trails	Trail bridge development	\$28,000.00	30' trestle bridge
Trails	Trail development	\$63,000.00	

The work types were selected on the previous Work Type screen. Applicants must select work types before entering cost estimates.

Cost estimates are lump sum amounts based on the work types selected for the project. Enter whole dollar amounts.  
 Descriptions may be added, if needed.

**Instructions**

This tab requests all your no costs for this worksite.

**Remember**, the costs should match the costs for which you are and the costs you will provide.

**Selected Categories and Work Types**  
 This list shows the Categories and Work Types that were selected on the Work Type screen.

**Cost Estimate**  
 Total Cost - Enter the total cost for each of the Work Types.

# Tips for Entering Work Types and Cost Estimates



## Save often!

- Before entering work types or costs, complete the worksite description screen and save. This step is needed before you can select work types.
- Carefully review and select the applicable work types.
- Complete the metrics and save. Anytime PRISM requests a quantity you must enter a number (zero qualifies as a number). There is an indicator by each metric name that lets you know if you did not enter data into required fields.
- If needed, there is a “note” field that can be used to describe “other” or clarify a response.
- Complete the cost estimates screen.

## If you miss a Work Type...

- Go back to the work type screen and select the missing work type and save.
- Metrics for the new work type will be automatically generated after you save.
- Complete the metrics added for that work type and save.
- Go to the cost estimates screen and add costs for the new work type.

# What's New



## Metrics

- In an effort to better capture the intended results of each project, grant applicants are asked questions that are designed to help measure results. We call them metrics.
- Metrics for projects are based on the program and project type: acquisition, development, education, maintenance, restoration, etc.
- Metrics are collected during the three phases of the grant process – application, agreement, and completion. Project sponsors will be asked to update the application metrics at the agreement and completion phases.
- There are project level metrics, worksite level metrics, and property level metrics.

The next few slides are PRISM screen shots to help you navigate through the new measurements or metrics.

PRISM 2007 (PROD) - [Application Data - Project# 08-1165]

File Action Screen Reports Window Help

Application Progress Report Checklist Org/Person Schedule Summary Agreement Billing Status Inspections

### Project #08-1165, Mt. Si NRCA Trail Bridges (Development) 2008

Roles Description Funding Request App Questions **Metrics** Permits Attachments Submit

What was formerly called "Measurements" is now called Metrics.

Metrics are asked at three different levels.

1. Project Level
2. Worksite Level
3. Property Level

**Navigate**  
Click below to navigate screens

- Project: Mt. Si NRCA Trail Bridges (Devel...
- Worksite: Mt. Si NRCA (#1)
- Property: Mt. Si NRCA

Add Worksite Add Property

**Instructions**

This screen shows basic information about a project.

**General**  
[Project Roles](#)  
[Project Contacts](#)  
[External Systems](#)

**General:**  
 Project Number is assigned by PRISM. Enter your unique Project Name: it can be up to 50 characters. (Originally entered in the New Project Wizard) This name will appear on reports to media, legislators, and the public.  
 Project Type is a category based on type of work to be performed. (Originally entered in the New Project Wizard.)  
[Project Types](#)

**General**

Project Number: 08-1165  
 Project Name: Mt. Si NRCA Trail Bridges (Development) 2008

**Project Roles**

Organization	Role Type	Source	Source Project Number
Natural Resources Dept of (DNR)	Primary Sponsor		
Rec. and Conserv. Office (RCO)	Managing Agency		

**Project Contacts**

Name	Role	Phone	Email Address
Heintz, Kelly (DNR)	Alt Project Contact	(425) 466-6145 (Phone - work)	kelly.heintz@dnr.wa.gov
Macleod, Margaret (DNR, SP, USF...)	Alt Project Contact	(425) 837-3322 (Phone - work)	margm@ci.issaquah.wa.us
Moxham, Laura (RCO)	Project Manager	(360) 902-2587 (Phone - work)	laura.moxham@rco.wa.gov
Pavola, Curt (DNR)	Project Contact	(360) 902-1032 (Phone - work)	curt.pavola@wadnr.gov

08-1165 | D | Dept of Natural Resources | Mt. Si NRCA Trail Bridges (Development) | WWRP - State Lands Development | LaurM | Closed Completed | MargA | PROD | 1.0.393

start | PRISM 2... | 3 Micr... | 2 Wind... | Microsof... | PRISM C... | 4 Micr... | 6:06 PM

PRISM 2007 (PROD) - [Application Data - Project# 08-1165]

File Action Screen Reports Window Help

Progress Report Checklist Org/Person Schedule Summary Agreement Billing Status Inspections

### Project #08-1165, Mt. Si NRCA Trail Bridges (Development) 2008

Roles Description Funding Request App Questions **Metrics** Permits Attachments Submit

**Navigate**  
Click below to navigate screens  
Project: Mt. Si NRCA Trail Bridges (Devel...  
Worksite: Mt. Si NRCA (#1)  
Property: Mt. Si NRCA

Add Worksite Add Property

**Instructions**

#### Project Metrics

Enter your answer to each metric. You may not leave any field blank. Zero may be a valid answer to some of the metrics that you will be asked.

You must select at least one answer for metrics that provide multiple choices (example: Yes/No).

#### Project Metrics

Collapse All

Show Descriptions

Application

These metrics apply to your selected Program and Project Type:

**Community Values (Metrics: 2 blank)**

Connecting children with nature:  
Describe elements included in this project that directly support/enhance environmental education (i.e., interpretive trail, playground specifically designed for environmental learning, etc.).

Project sustainability:  
Describe the sustainable products or techniques for this project. Examples are: green roofs, solar power, pervious asphalt, use of grey water, recycled materials, or use of on-site materials.

**Completion Date (Metrics: 1 blank)**

Projected date of completion:  
Date the scope of work will be completed.

**Jobs Created (Metrics: 1 blank)**

Number of jobs created by this project:  
Provide the total number of jobs created by this project. Use the Jobs Created or Maintained Over the Life of a Project form as a guide.

Enter Note View/Edit Note

08-1165 D Dept of Natural Resources Mt. Si NRCA Trail Bridges (Development) WWRP - State Lands Development LaurM Closed Completed MargA PROD 1.0.393

start PRISM 2... 3 Micr... 2 Wind... Microsof... PRISM C... 4 Micr... 6:16 PM

Project level metrics collect general information that helps describe some of the goals, objectives, and benefits of the entire project.

### Project #08-1096, Wapato Park Miranda Property Acquisition

Roles Description Funding Request App Questions **Metrics** Permits Attachments Submit

#### Navigate

Click below to navigate screens

Project: Wapato Park Miranda Property A...  
Worksite: Miranda Property (#1)  
Property: Miranda Property

Add Worksite Add Property

#### Instructions

This screen shows basic information about a project.

[General](#)  
[Project Roles](#)  
[Project Contacts](#)  
[External Systems](#)

**General:**  
Project Number is assigned by PRISM. Enter your unique Project Name; it can be up to 50 characters. (Originally entered in the New Project Wizard) This name will appear on reports to media, legislators, and the public.

Project Type is a category based on type of work to be performed. (Originally entered in the New Project Wizard.)  
[Project Types.](#)

#### Project Metrics

Collapse All

Show Descriptions

#### Completion Date (Metrics: 1 blank)

Projected date of completion:  
Date the scope of work will be completed.

#### Jobs Created (Metrics: 1 blank)

Number of jobs created by this project:  
Provide the total number of jobs created by this project. Use the Jobs Created or Maintained Over the Life of a Project form on our website:  
[http://www.rco.wa.gov/doc\\_pages/ntp\\_materials.shtml](http://www.rco.wa.gov/doc_pages/ntp_materials.shtml).

Number of metrics to complete for this category or work type.

#### ProjectAcquisition (Metrics: 3 blank)

Acquisition Primary Purpose:  
Select the primary purpose for the property being acquired.

Review the metric description to make sure you include the required information.

- Developed Recreation
- Farmland Preservation
- Habitat Conservation
- Habitat Restoration
- Open Space
- Public Access

Choice	Acres
Developed Recreation	
Farmland Preservation	

Enter Note View/Edit Note

PRISM 2007 (PROD) - [Application Data - Project# 08-1165]

File Action Screen Reports Window Help

Browse Application Progress Report Checklist Org/Person Schedule Summary Agreement Billing Status Inspections

Project #08-1165, Mt. Si NRCA Trail Bridges (Development) 2008

Roles Description Funding Request App Questions **Metrics** Permits Attachments Submit

**Navigate**  
Click below to navigate screens

Project: Mt. Si NRCA Trail Bridges (Devel...  
Worksite: Mt. Si NRCA (#1)  
Property: Mt. Si NRCA

**Project Metrics**  
Collapse All  
 Show Descriptions  
These metrics apply to your selected Program and Project Type:

**Community Values (Metrics: 2 blank)**  
Connecting children with nature:  
Describe elements included in this project that directly support/enhance environmental education (i.e., interpretive trail, playground specifically designed for environmental learning, etc.).  
Project sustainability:  
Describe the sustainable products or techniques for this project. Examples are: green roofs, solar power, pervious asphalt, use of grey water, recycled materials, or use of on-site materials.

**Completion Date (Metrics: 1 blank)**  
Projected date of completion:  
Date the scope of work will be completed.

**Jobs Created (Metrics: 1 blank)**

**Application**

**Project Metrics**  
Expand All  
 Show Descriptions  
These metrics apply to your selected Program and Project Type:

**Community Values (Metrics: 2 blank)**  
**Completion Date (Metrics: 1 blank)**  
**Jobs Created (Metrics: 1 blank)**  
**Sites Improved (Metrics: 2 filled)**

08-1165 D Dept of Natural Resources Mt. Si NRCA Trail Bridges (Development) WWRP - State Lands Development LaurM Closed Completed MargA PROD 1.0.393

start PRIS... 4 Mi... 2 W... Micro... PRIS... 5 Mi... Adob... 6:42 PM

Applicants may choose to display metrics with descriptions.

Click the Show Description box to show or hide the descriptions.

Another option is to collapse the metric view to see metric categories only.

### Project #10-1401, Smithsonian Conservation Area

Worksite Description | Work Types | **Metrics** | Cost Estimates | App Questions

**Navigate**  
Click below to navigate screens

Project: Smithsonian Conservation Area (...)  
Worksite: Smith Habitat Area (#1)  
Property: Willingsellersmith

Add Worksite Add Property

**Instructions**

**Worksite Metrics**

Enter your answer to each metric. You may not leave any field blank. Zero may be a valid answer to some of the metrics that you will be asked.

You must select at least one answer for metrics that provide multiple choices (example: Yes/No/Other)

**Restoration Metrics**  
Use the Work Type tab to change the selected Work Types. Each Work Type has its own list of metrics.

Show Descriptions

**Wetland Project**

**Wetland improvement/ restoration (Metrics:1 filled)**

Acres of wetland Improved/Restored.:

Number of acres (to

**Wetland planting**

Acres of wetland pl...

Number of acres (to

**General restoration ac...**

**Restoration fenci...**

Linear feet of fencing:

**Restoration signs (Metrics:1 filled)**

Number of signs installed:

**Application Metric Note: Number of signs installed**

2 interpretive signs (enamel)  
2 informational signs (recycled metal)

OK Cancel

The Notes field allows you to enter additional information about a metric. Simply click the box next to the metric and you will get a pop-up screen where you can enter additional information.

The letter "N" is shown when there is a note.

# Jobs Created Metric



Roles | Description | Funding Request | App Questions | **Metrics** | P

### Project Metrics

Show Descriptions

These metrics apply to your selected Program and Project Type:

**Completion Date (Metrics: 1 blank)**

Projected date of completion:  
Date the scope of work will be completed.

**Jobs Created (Metrics: 1 blank)**

Number of jobs created by this project:  
Provide the total number of jobs created by this project.  
Use the Jobs Created or Maintained Over the Life of a Project form on our website:  
[http://www.rco.wa.gov/doc\\_pages/app\\_materials.shtml](http://www.rco.wa.gov/doc_pages/app_materials.shtml).

**Project Acquisition (Metrics: 3 blank)**

RCO\_FTECalculation (3) [Compatibility Mode] - Microsoft Excel

## Jobs Created or Maintained Over the Life of the Project

Enter data in the blue boxes. Report only hours that are eligible as match or for reimbursement.

### STEP 1: Project Information

Project Number  This Calculation was Done at (Check One):  
Project Start Date  Application   
Project Funding End Date  Project Closure

*\* At application, estimate the start and end dates so that they equal the anticipated project length.*

### STEP 2: Enter Total Contractor Hours for Life of Project

Total Contractor and Consultant Hours

### STEP 3: Enter Total Staff Hours for Life of Project

A. How Many Hours Does a Full-Time Employee Work in One Week?

B. Calculate the Staff Hours Spent on This Project.

- For each individual, use either actual hours or percent of time.

B1. Complete this Section if you Know the Actual Hours an Employee did/will Spend on the Project.

	Person A	Person B	Person C	Person D	Person E	Person F	Person G	Person H	Person I	Person J
Total Hours Over Life of Project	<input type="text"/>									

B2. Complete this Section if you Need to Estimate the Percent of Time Spent on the Project.  
You may provide a simple estimate (e.g., 10% of the person's time) or you can use the calculator below to find an average for each person.

RCO often is asked how many jobs are created or maintained by projects that receive funding. To help answer this question we are asking applicants/sponsors to calculate the jobs created or maintained using a standard calculation method. This is the Web site address where you will find the form we designed. Please use this calculation method for your RCO project.  
[http://www.rco.wa.gov/doc\\_pages/app\\_materials.shtml#other](http://www.rco.wa.gov/doc_pages/app_materials.shtml#other)

# Additional Information



## If you have questions...

- Contact your RCO grants manager.
- Join us, throughout December for online training on the PRISM changes. Participants need to have internet access and access to a phone.

### PRISM Training Schedule

Tuesdays in December

1 – 2 p.m.

You must pre-register to participate.

To register, send e-mail to Tauren Ibarra at: [tauren.ibarra@rco.wa.gov](mailto:tauren.ibarra@rco.wa.gov)

Maximum capacity is 15 phone connections per session so register early to get the date you desire.

Visit our Web site at: [www.rco.wa.gov](http://www.rco.wa.gov)