



Planning for Recreation Access

Successful Applicant Webinar

Presented by: Jesse Sims and Ashly Arambul



Webinar Agenda

Grant Agreement

Project Implementation and Management

Design Considerations

Project Deliverables and Close-Out

PRISM and SAW Accounts

Reimbursement Information

Questions & Answer Session





RCO Zoom

A red-bordered box highlights a set of reaction icons: clapping hands, thumbs up, laughing face, shocked face, heart, and party popper. Below these icons is a 'Raise Hand' button with a hand-raising icon.

The Zoom control bar at the bottom includes the following elements from left to right: 'Unmute' (muted), 'Stop Video' (video off), 'Participants' (3), 'Chat' (with a red notification bubble containing the number '1'), 'Share Screen', 'Record', 'Reactions' (with a red-bordered box around the icon), 'Apps', and a red 'Leave' button.

Outdoor Grant Managers



Andrea Hood



Allison Dellwo



Ashly Arambul



Hayley Edmonston



Brian Carpenter



Henry Smith



Jesse Sims



Lan Nicolai



Grant Agreement

Grant Agreement

Contract between State of Washington and the Sponsor for grant assistance.

Grant Agreement consists of:

- Description of project
- Period of performance
- Grant funding amount and payment method
- Budget and allowable costs
- Reporting requirements
- Standard terms and conditions



WASHINGTON STATE
Recreation and
Conservation Office

RCO Planning for Recreation Access Grant Agreement

Project Sponsor: Yakima Greenway Foundation

Project Title: Renewing the Yakima Greenway Master Plan

Project Number: 22-2442P

Approval Date: 02/21/2023

PARTIES OF THE AGREEMENT

This Recreation and Conservation Office Agreement (Agreement) is entered into between the State of Washington Recreation and Conservation Office (RCO), P.O. Box 40917, Olympia, Washington 98504-0917, and Yakima Greenway Foundation (Sponsor, and primary Sponsor), 111 S 18th St, Yakima, WA 98901, and shall be binding on the agents and all persons acting by or through the parties.

All Sponsors are equally and independently subject to all the conditions of this Agreement except those conditions that expressly apply only to the primary Sponsor.

Prior to and during the Period of Performance, the identified Authorized Representative(s)/Agent(s) (Sponsor's signatory to this Agreement) have full authority to legally bind Sponsor(s) regarding all matters related to the project identified above, including but not limited to, full authority to: (1) sign a grant application for grant assistance, (2) enter into this Agreement on behalf of Sponsor(s), including indemnification, as provided therein, (3) enter any amendments thereto on behalf of Sponsor(s), and (4) make any decisions and submissions required with respect to the project. Agreements and amendments must be signed by the Authorized Representative/Agent(s) of all Sponsors, unless otherwise allowed in the AMENDMENTS TO AGREEMENT Section.

- A. During the Period of Performance, in order for a Sponsor to change its Authorized Representative/Agent (Sponsor signatory to this Agreement) Sponsor's governing body must provide RCO a written delegation of authority to sign in lieu of originally authorized Representative/Agency(s).
- B. Amendments After the Period of Performance. RCO reserves the right to request, and Sponsor has the obligation to provide, authorizations and documents that demonstrate any signatory to an amendment has the authority to legally bind Sponsor as described in the above Sections.

For the purposes of this Agreement, as well as for grant management purposes with RCO, only the primary Sponsor may act as a fiscal agent to obtain reimbursements (See PROJECT REIMBURSEMENTS Section).

PURPOSE OF AGREEMENT

This Agreement sets out the terms and conditions by which a grant is made from the Recreation and Conservation Office (RCO) of the State of Washington. The grant is administered by RCO.

RCO seeks to fund, through this Agreement, construction predesign, general jurisdictional or regional comprehensive planning, and feasibility studies and processes in furtherance of the Planning for Recreation Access (PRA) grant program.

PUBLIC USE

Upon completion of any construction/renovation or land acquisition (the purchase of real property or the purchase of term limited property rights) the planned facilities (per this agreement) must be open to the general public.

DESCRIPTION OF PROJECT

The Yakima Greenway Foundation (YGF) will use this grant to develop a master plan that renews the Greenway as a destination for recreation, nature, and community in a growing and diverse Yakima Valley. Specifically, the funds allow YGF to partner with Alta Planning + Design to update Yakima Greenway Master Plan. The final plan will include an analysis of existing conditions; mapping existing access points, trail conditions, bicycle/pedestrian connections, community destinations, and trail planning; equity analysis, including mapping high-need populations; public engagement implementation recommendations; and prioritized capital projects. The primary recreational opportunities provided by this project are hiking, running, fishing, and picnicing.

PERIOD OF PERFORMANCE

The period of performance begins on April 1, 2023 (PROJECT START DATE) and ends on June 30, 2024 (PROJECT END DATE). No allowable cost incurred before or after this period is eligible for reimbursement unless specifically provided for by written amendment or addendum to this Agreement, or specifically provided for by applicable RCWs, WACs, and any applicable RCO manuals as of the effective date of this Agreement.

RCO reserves the right to summarily dismiss any request to amend this Agreement if not made at least 60 days before the

RCO: 22-2442

Revision Date: 5/1/2023

Page 1 of 17

Grant Agreement



Planning for Recreation Access

Letter of Interest

Upon completion, submit via [online tool](#) or [email](#) by November 14, 2022.

Applicant Information

Contact Name: Dan Mortensen
 Email Address: mayor@visitmorton.com
 Organization: City of Morton
 Mailing Address: PO Box 1089, Morton, WA. 98356
 Phone Number: 360-496-6881

Project Information

Project Title (50 characters max): *Comprehensive Parks and Recreation Plan*
 Project Description (1500 characters max): *The City of Morton proposes to develop a comprehensive Parks and Recreation Plan for use in planning for capital projects and applications for funding.*
 Amount Requested: \$ 75,550

Cultural Resources Considerations

This program can be used to fund pre-construction cultural resources related work, which may include ground disturbance such as geotechnical boring. If your project will include such work, please briefly describe it below, otherwise, field may be left blank.
The City will conduct an Executive Order 21-02 review of the project sites and conduct an archeological assessment if required by DAHP or Tribal consultations.

Budget Worksheet - Planning for Recreation Access		
Organization - <i>City of Morton</i>	Comprehensive Parks, Recreation and Open Space Plan	
Use this template to estimate project costs to the best of your ability. You must only fill out fields applicable to your project proposal. Please be sure to remove example text prior to submittal.		
Staff Costs		
Staffing/Salaries/Stipends (includes benefits, taxes, etc)		
Position	Grant Funding	Short narrative of expense
Mayor and City Hall staff	\$1,500	Staff time spent on promotion, public meetings, contract management, and project management for park planning
Staff Costs Total: \$1,500		
Contracted Services		
Contracted Services Costs		
Contract (add a row for each contract)	Grant Funding	Short narrative of expense
Consultance Program	\$6,000	Expenses for student/professor travel
Planning Agency	\$42,000	Develop parks planning document
Landscape architect	\$7,500	Create concept design drawings
Graphic Designer	\$18,000	Preliminary layouts, concept designs, cost estimates, graphics
Contracted Services Total: \$73,500		
Communications		
Printing and Communications Costs		
Contract	Grant Funding	Short narrative of expense
	\$0	
Communications Total: \$0		
Cultural Resources		
Cultural Resource Costs		
Contract	Grant Funding	Short narrative of expense
Cultural Resources Total: \$0		
Permits		
Permit Costs		
Contract	Grant Funding	Short narrative of expense
Permits Total: \$0		



CITY OF MORTON
PARKS SUPPORT (RCO)
PARKS OVERVIEW

0 100 200 FT
ONE INCH AT FULL SCALE, IF NOT, SCALE ACCORDINGLY

Standard Terms and Conditions

Are agreements ever terminated?

Yes, there are risks and consequences

- RCO requires compliance by the sponsor
- May suspend or terminate if:
 - Breach by the sponsor
 - Sponsor fails to make satisfactory progress (including meeting milestones and other defined deadlines)
- May require repayment to RCO
- RCO not responsible for any project costs after termination



Project Deliverables

What are your deliverables?

- **Comprehensive Outdoor Recreation Plan**
 - Goals and objectives
 - Inventory
 - Public involvement
 - Demand and need analysis
 - Capital improvement program
 - Adoption
- Nick.Norton@rco.wa.gov or 360-628-9484

Manual 2

Planning Guidelines

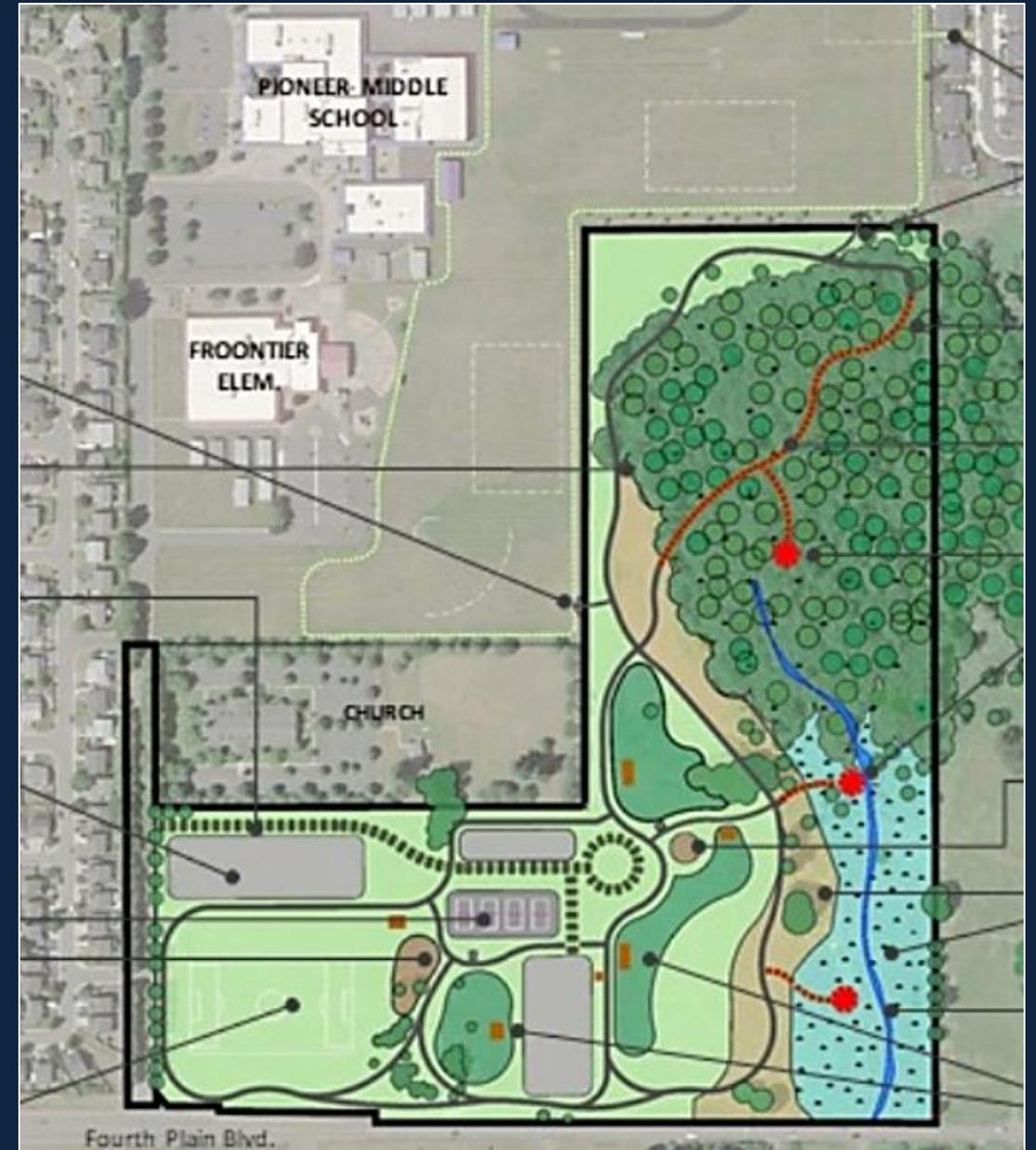
July 2021



Project Deliverables

What are your deliverables?

- **Site Specific Design Plan**
 - Construction ready plans
 - Bid specifications
 - Permits
 - Environmental documentation
 - Cultural resources documents





Project Implementation & Management

Sponsor Performance

Complete the project described in the agreement

Timely completion is important!

Failure to meet milestones or to complete the project (as set out in the agreement) is a breach of the Grant Agreement.



Sponsor Performance: Milestones

What are milestones?

- Part of your grant agreement
- Establishes when the project may begin
- Identify the Period of Performance (Critical)
- Reflect what was presented in your application
- Standard milestones



 WASHINGTON STATE
Recreation and
Conservation Office

RCO Planning for Recreation Access Grant Agreement

Project Sponsor: Yakima Greenway Foundation **Project Number:** 22-2442P
Project Title: Renewing the Yakima Greenway Master Plan **Approval Date:** 02/21/2023

Project Milestones

PROJECT MILESTONE REPORT

Complete	Milestone	Target Date	Comments/Description
	Project Start	04/01/2023	
	Data Gathering Started	04/15/2023	
	Scoping Meeting with RCO	04/30/2023	
	RFP Complete/Consultant Hired	05/15/2023	
	Annual Project Billing Due	07/31/2023	
	Progress Report Due	09/30/2023	
	Progress Report Due	01/31/2024	
	Draft Plan to RCO	03/31/2024	
	Final Billing Due	10/15/2024	
	Final Plan to RCO	10/15/2024	
	Final Report Due	10/22/2024	
	Agreement End Date	10/31/2024	

Progress Reports

Prism Progress reports are required

- Milestones in the grant 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

- Your RCO grant Manager



Final Report

Home Menu Sponsor Resources Staff Resources Help Ashly Arambul

FINAL REPORT

- REPORT DETAILS
 - Description
 - Questions
 - Worksites
 - Properties
- METRICS
 - Planning Metrics
 - Overall Metrics
- COSTS
 - Planning Costs
 - Billed Summary
 - Sponsor Match
- Attachments
- Certify & Submit
- Review

REPORT OPTIONS

- Final Report PDF

PROJECT DETAILS

- Project Brief
- Properties
- Attachments
- Billings
- Progress/Final Reports
- Narrative
- Snapshot
- Project Agreement 2007
- Project Summary 2007

OPTIONS

- Enter a Billing
- Email Grant Manager
- PRISM Support

DASHBOARDS

PROJECT: 18-2372 PLAN, PORT OF CHINOOK BOAT LAUNCH PLANNING
Sponsor: [Chinook Port of](#) Program: Boating Facilities - Local Status: Closed Completed
Project Start Date: 08/01/2019 Agreement End Date: 10/31/2022

Final Report Status: Accepted 11/03/2022 Grant Manager Comments Next

DESCRIPTION

PROJECT AGREEMENT DESCRIPTION

The Port of Chinook will use this grant to develop a marina plan for the recreational boating areas of the Chinook Marina. The scope of this project is to develop permit ready drawings for redevelopment of the recreational boating features of the marina and obtain permits for phase one, which includes the boat ramp lanes and boarding floats. Other future phases include transient short term recreational boating moorage, trailer and vehicle parking, lighting, restroom, drain field, ADA upgrades for all areas serving recreational boaters, and other required permitting obligations. The primary recreational opportunities supported by this project are motorized boating and fishing.

FINAL PROJECT DESCRIPTION ⓘ

Please provide a detailed final project description that accurately reflects the work that was completed with this grant. Use past tense versus future tense. Click the Worktypes button to see a list of categories and work types selected for this project. If there were cost or scope amendments to your project, or if the metrics you completed were significantly different than what you proposed, please explain.

Worktypes

The Port of Chinook (Port) contracted with an A&E firm (Consultant) to develop permit ready drawings and obtain permits from phase one of the redevelopment of the Port's boat ramp and boarding floats. The Consultant provided bid ready drawings and technical specifications of the proposed improvements to the boat ramp and boarding floats based on several metrics including site visits, data compilation, geotechnical engineering, permit compliance and design feedback from the Port and its operations. The Consultant also provided a final Engineer's Estimate of Construction Costs to assist the Port in executing the construction phase of the project. This project primarily supported motorized recreational boaters and recreational fishing in the Columbia River and Pacific Ocean, including but not limited to, multiple species of salmon, sturgeon, bottom fish, tuna and dungeness crab. Thousands of recreational boaters utilize the Port's boat ramp and boarding floats each year. The planning grant funds were utilized to successfully develop bid ready construction plans and obtain permits to reconstruct the Port's aging boat ramp and boarding floats.

Next

Archaeological and Cultural Resources



WASHINGTON GOVERNOR
JAY INSLEE

NEWS RELEASE
APRIL 7, 2021



GOV. INSLEE ISSUES
UPDATED ORDER
ON ARCHAEOLOGICAL
AND CULTURAL
RESOURCES

**EXECUTIVE
ORDER 21-02**

AN UPDATE TO EX 05-05



Cultural Resources for Applicants and Sponsors

The Recreation and Conservation Office (RCO) requires reviews of most projects for their potential effects on cultural resources. This is a limited, high-level review that looks at factors like location, landform features, known archeological sites, and ethnographic sites. RCO shares information about the projects and the cultural resources recommendations with the Department of Archeological and Historical Preservation and tribes. Based on this first consultation, more cultural resources requirements may be included in the RCO grant agreements.

Budgeting for Cultural Resources

Applicants should budget for cultural resources work for most project types (acquisitions, planning, planting, etc.) because there are no unilateral exemptions. RCO even reviews projects with minimal or no ground-disturbing work to ensure there is no conflict with state laws protecting archaeological sites.

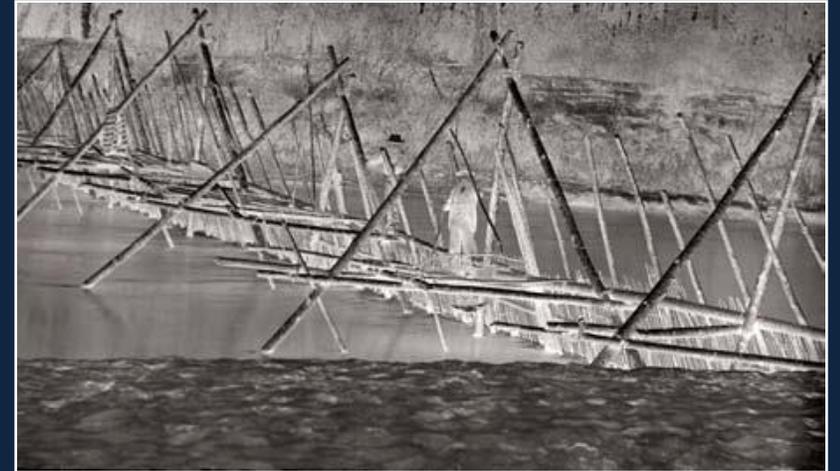
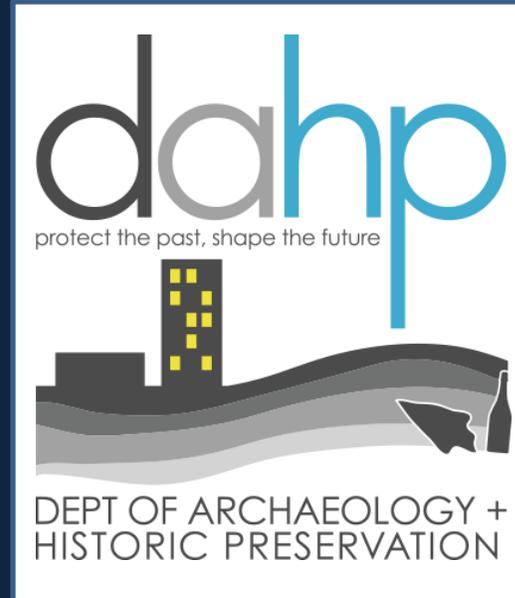
Cost for a survey depends on the scope, scale, and location of the project. A survey for a discrete project action in a low-risk area may cost \$2,000-\$5,000. A survey for a larger project or activities in a very high-risk area (or known site) could cost \$50,000 or more.

RCO encourage the project sponsor to reach out to cultural resources consulting firms to aid in budgeting or conducting a pre-review. Many firms will provide the service free or for low cost. Cost increases are not allowable in most grant programs, so please budget appropriately during the application process. [Resources for finding consultants](#) are online at the Association for Washington Archaeology.

Archaeological and Cultural Resources

Next Steps:

- Review the special conditions portion of your contract
- Work with your grant manager to ensure compliance with any contract requirements





Design Considerations

Design Considerations

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: Ran 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?



Sponsors are required to:

Comply with the terms of the grant agreement

Comply with applicable health, fire/safety and building codes

Comply with current accessibility requirements, for example
** Americans with Disabilities Act (ADA)*

Provide completed plans and specifications or bid documents

Access and Your Project

RCO funded renovation and new construction projects need to be fully accessible

Look at the whole project and all of the details when considering ADA access

Ask questions of designers, engineers, and planners

Include ADA access planning early in the process



Access Requirements

Is not necessarily expensive

Can be used by everyone

Meet the need for aging populations

Transparent when done correctly



What Needs to be Accessible?



Parking spaces



Picnic areas, sport courts



Access routes to facilities



Playgrounds



Trails for pedestrians

Most Common Mistakes Made

Assuming someone else will take care of ADA access

Missing accessible routes of travel to elements provided

Gates that are too narrow for access to dugouts and ball fields

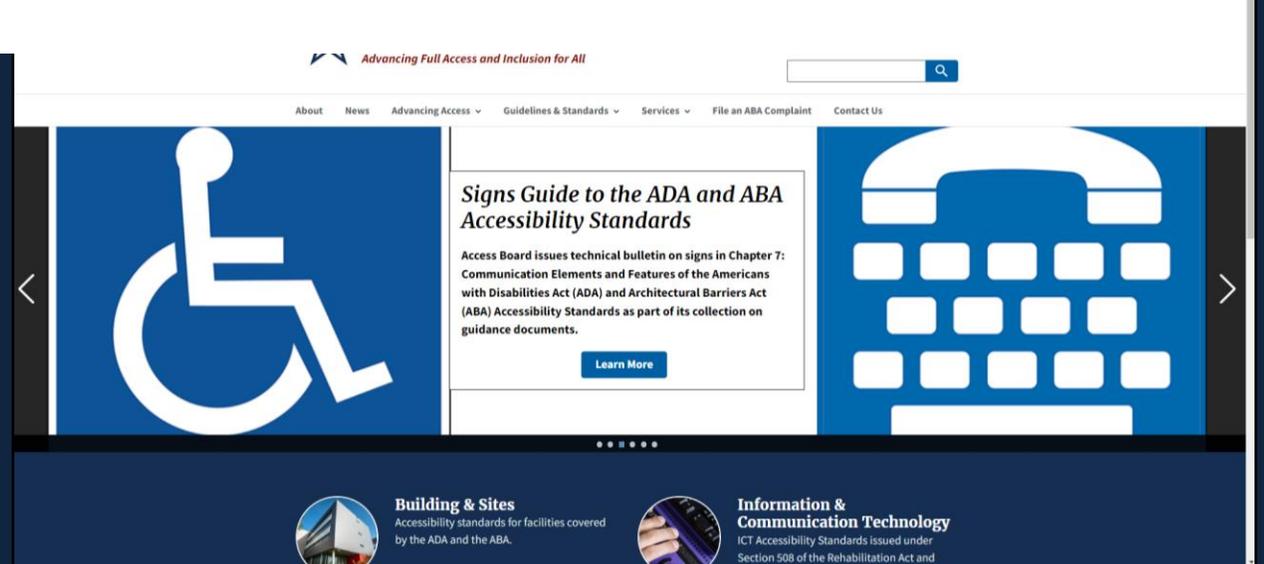
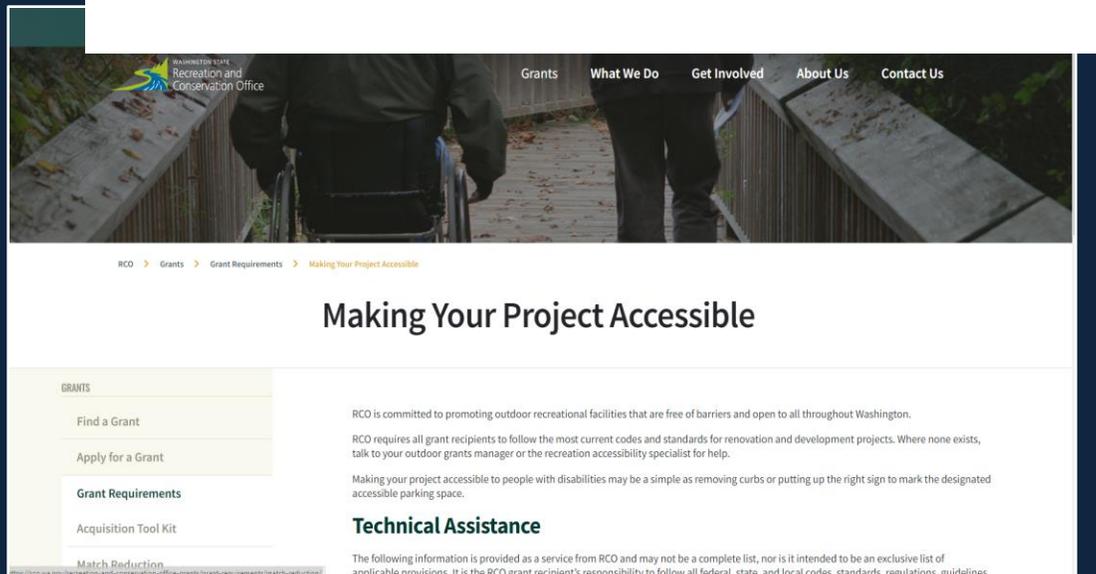
Designing to trail specifications and not access routes to specific recreation elements on site



Accessibility Guidelines and Resources

ADA Standards for Accessible Design

- RCO Website: [Making Your Project Accessible - Recreation and Conservation Office \(wa.gov\)](https://www.wa.gov/RCO/Grants/Grant-Requirements/making-your-project-accessible)
- U.S. Access Board Website: [U.S. Access Board - Home \(access-board.gov\)](https://www.access-board.gov/)





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 sponsor's performance related to project scope



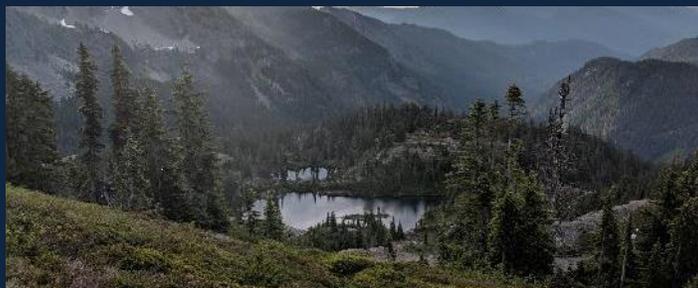
Is RCO's final documentation and accountability for the grant funding.

Steps to Closing a Project

Upload final Plans to
PRISM for RCO staff
review

Final reimbursement
request

Submit final report
in PRISM



PRISM & Secure Access Washington



SPONSOR WORKBENCH

Investing in Washington's Great Outdoors

Recreation >>

Conservation >>

Salmon And Orca Recovery >>

Invasive Species >>

FIND A GRANT

PRISM Online works best using the following Internet browsers: Edge, Chrome, Firefox, or Safari (Internet Explorer is NOT recommended).

LOG ON

Please enter your user name and password.

User name

Password

Remember Me

Log On

[Forgot Your Password?](#)

NEW USERS

[Create a PRISM account](#)

Need PRISM assistance? Call 1-360-902-3086
or email PRISMSupport@rco.wa.gov



WELCOME

to your login for Washington state.



[SIGN UP!](#)

[GET HELP](#)

[TIPS](#)

LOGIN

USERNAME

PASSWORD

[SUBMIT](#)

Tweets by @SecureAccessWA



SecureAccess Washington

@SecureAccessWA

If you need assistance with your unemployment claim, medical leave, business taxes or any other state government services, please contact those agencies directly, as we do not administer those systems.

Add RCO to your account



GOOD MORNING!
What can we help you access today?



ACCOUNT

GET HELP

TIPS ON

LOGOUT

Welcome to Secure Access Washington! To start using services from agencies around Washington, choose one from your list below or click the 'Add A New Service' button. To see open job postings for the SAW Team, go to our [jobs page](#).

ADD A NEW SERVICE

SHOWING YOUR SERVICES FROM

ALL OF WASHINGTON



WASHINGTON



GOOD EVENING!

What can we help you access tonight?

[HOME](#)[ACCOUNT](#)[TIPS ON](#)[GET HELP](#)[LOGOUT](#)

ADD A NEW SERVICE

I have been given a code by an agency.



I would like to browse a list of services by name.

A-Z

I would like to browse a list of services by agency.



+ New Application

Project Actions **Project Search** Alerts

EXPORT COLUMN OPTIONS

Proj # Type Sponsor Project Name Board Planning for Recreation Access Manager Status

Apply Clear

Use the filters above to narrow the search criteria, then click Apply. Expand a row for navigational buttons.

Alert	Proj #	Type	Sponsor	Project Name	Board	Program	Manager	Status	C	I	FR	Snapshot
	22-2535	Planning	Quincy Port of	Bishop Recreation Area and Interpretive Center	Office	Planning for Recreation Access	Jesse S	Director Alternate				
	22-2533	Planning	Discover Your Northwest	OP-ORC Collaborative Development	Office	Planning for Recreation Access	Ashly A	Director Alternate				
	22-2531	Planning	Seattle Parks Foundation	Connected Parks Connected Community (CPC2) Project	Office	Planning for Recreation Access	Ashly A	Director Alternate				
	22-2530	Planning	SOZO Sports of Central Washing	SOZO Competition-Level Multi-Sport Stadium	Office	Planning for Recreation Access	Jesse S	Director Alternate				
	22-2529	Planning	Pierce County Disc Golf Assoc	Lakewood Disc Golf Course Planning & Design	Office	Planning for Recreation Access	Ashly A	Director Alternate				
	22-2528	Planning	Cascade Col Fish Enhance Group	Salmon Lifecycle Landscape	Office	Planning for Recreation Access	Jesse S	Director Alternate				
	22-2527	Planning	Alliance for Pioneer Square	Pioneer Park Community Engagement and Design	Office	Planning for Recreation Access	Ashly A	Director Alternate				
	22-2526	Planning	Westport City of	Westport Community Skate Park & Pumptrack	Office	Planning for Recreation Access	Ashly A	Director Alternate				

+ New Application

Project Actions Project Search Alerts

EXPORT COLUMN OPTIONS

Proj # Type Sponsor Project Name ..RCFB - Rec Program Ashly A Active

Apply Clear

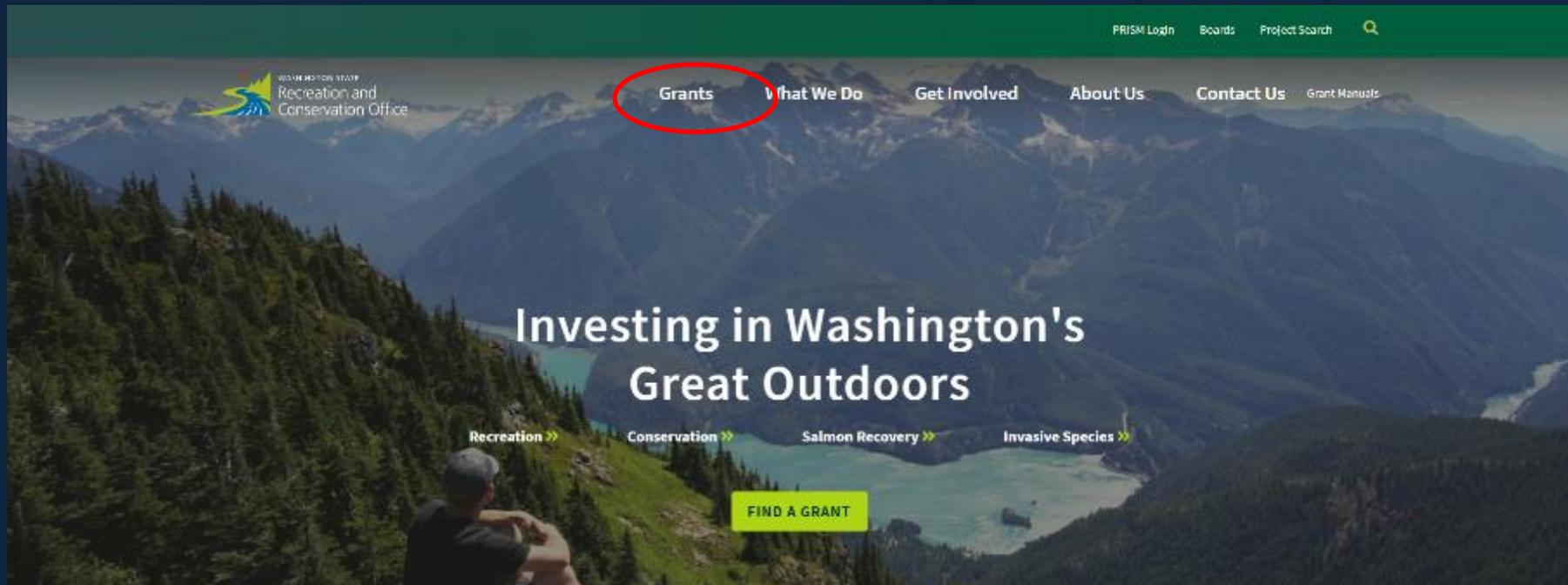
Use the filters above to narrow the search criteria, then click Apply. Expand a row for navigational buttons.

Alert	Proj #	Type	Sponsor	Project Name	Board	Program	Manager	Status	C	I	FR	Snapshot
	20-2353	Development	KBH Archers Inc	Storage Building Replacement	..RCFB - Rec	Firearms & Archery Range Rec.	Ashly A	Active				
	20-2319	Development	Grays Harbor Port of	Friends Landing Bridge Renovation	..RCFB - Rec	NOVA - Nonhighway Road	Ashly A	Active				
<div style="display: flex; justify-content: space-between;"> Application Billings Progress/Final Rpts Attachments Details Narrative </div>												
	20-2314	Development	Fish & Wildlife Dept of	Lake Terrell Boarding Float Replacement	..RCFB - Rec	Boating Facilities Program - State	Ashly A	Active				
	20-2230	Development	Fish & Wildlife Dept of	Million Dollar Mile North Access Redevelopment	..RCFB - Rec	Boating Facilities Program - State	Ashly A	Active				
	20-2096	Development	Fish & Wildlife Dept of	Patterson Lake Access Area Redevelopment	..RCFB - Rec	Boating Facilities Program - State	Ashly A	Active				
	20-2095	Development	Chinook Port of	Port of Chinook Boat Launch Replacement	..RCFB - Rec	Boating Facilities Program - Local	Ashly A	Active				
	20-2072	Development	Fish & Wildlife Dept of	Fuller Bridge Access Area Redevelopment	..RCFB - Rec	Boating Facilities Program - State	Ashly A	Active				

Resources

Outdoor Grants
Managers

RCO Website



Washington State RCO E-Billings

Introduction and Examples

May 2023



WASHINGTON STATE
Recreation and
Conservation Office

Sections we will cover in this session:

- ▶ Section 1 - Getting Paid
- ▶ Section 2 - Billing RCO



SECTION 1:

FIRST THINGS FIRST - Making sure you're set up to be paid by RCO

- ▶ To be reimbursed for costs you report to RCO, you must have a statewide vendor number (SWV). If this is not in place before you submit a billing, we cannot pay you until this is obtained.
- ▶ “Fine, but how do I do this?”, you might ask.
- ▶ Go to OFM’s (Office of Financial Management) “Statewide Vendor/Payee Services” website
- ▶ OFM updates SWV if needed
- ▶ Choose direct deposit or warrant (check) via mail

[Statewide Vendor/Payee Services | Office of Financial Management \(wa.gov\)](#)

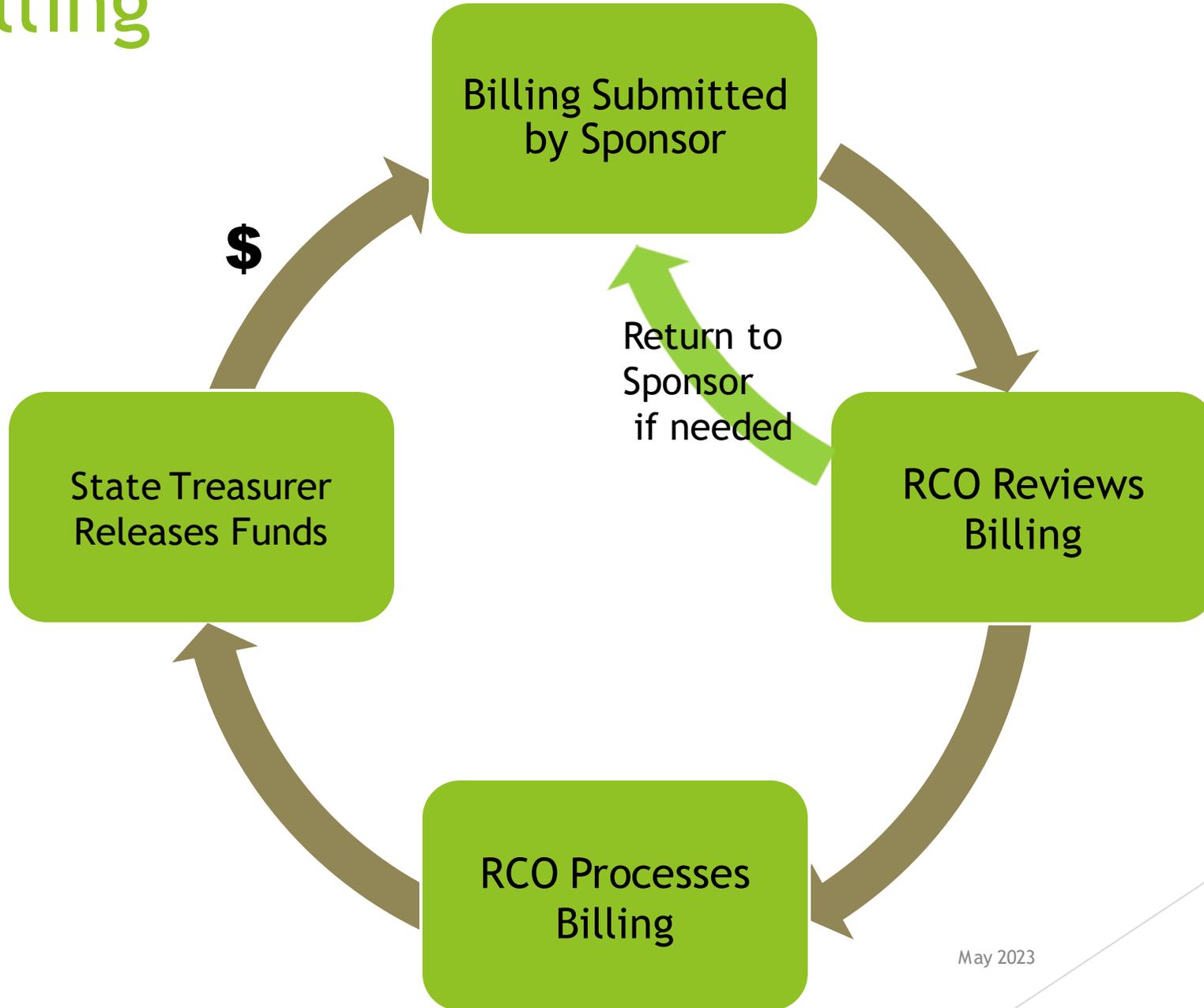
Got a Statewide Vendor Number?

- ▶ Once you receive a Statewide Vendor Number (SWV), you need to report that number to RCO OGM so we can enter it in PRISM so you can be paid.
- ▶ If you already have a number, let us know what it is and we will verify and make sure it is in PRISM.
- ▶ If you have questions about the SWV, it is best to contact the Office of Financial Management (OFM). Their staff will be able to best answer your questions. Contact info on website, copied here.

Contact information

-  Statewide Payee Desk
-  360-407-8180
360-664 3363 (Fax)
-  PayeeRegistration@ofm.wa.gov

The Billing Cycle



SECTION 2:

RCO E-Billing

- ▶ Everything required for billing is entered online into PRISM
 - ▶ RCO reimburses - You must spend the \$\$ first
 - ▶ Payment details
 - ▶ For each payment made include these five elements
 - ▶ Paid to,
 - ▶ Amount,
 - ▶ Description,
 - ▶ Check/Doc numbers,
 - ▶ Transaction date

Billing in PRISM online

- ▶ Bring up your project in PRISM online
- ▶ From the home screen, click the “Billing” button



[Home](#) [Menu](#) [Sponsor Resources](#) [Staff Resources](#) [Help](#)

TEST

Switch User

Robert Aldrich

+ New Application

Project Actions

Project Search

Alerts

EXPORT

COLUMN OPTIONS

211123

Type

Sponsor

Project Name

Board

Program

Manager

Status

Apply

Clear

Use the filters above to narrow the search criteria, then click Apply. Expand a row for navigational buttons.

Alert	Proj #	Type	Sponsor	Project Name	Board	Program	Manager	Status
-------	--------	------	---------	--------------	-------	---------	---------	--------



22-1179

Acquisition

Natural Resources Dept of

Kennedy Creek Natural Area Acquisition

SRFB

Salmon - State Projects

David C

Wastebask



21-1123

Acquisition

Natural Resources Dept of

Kennedy Creek Natural Area Preserve Acquisition

SRFB

PSAR - Projects

DeAnn B

Active

May 2023

48

Application

\$ Billings

Progress/Final Rpts

Attachments

Properties

Details

PROJECT DETAILS

- Project Brief
- Properties
- Attachments
- Sponsor Match
- Billings
- Progress/Final Reports
- Snapshot

OPTIONS

- Enter a Billing
- Enter Progress/Final Report
- Email Grant Manager
- PRISM Support

APPLICATION DETAILS

- Application Wizard
- Application Report
- Grant Manager Comments Rpt

DASHBOARDS

- Billing Dashboards

Go to Project: GO

Go to Org: GO

Go to Person: GO

PROJECT: 14-1249 ACQ, DABOB BAY NATURAL AREA SHORELINE 2014

Sponsor: Natural Resources Dept of Program: WWRP - Natural Areas Status: Active
Project Start Date: 08/01/2015 Agreement End Date: 12/31/2021

BILLINGS

A summary of billing information for the selected project.

Released billings In Process and Approved billings Draft and Returned billings

BALANCES

Funding Source Balance

	RCO Grant Agreement	RCO %	Sponsor Match Agreement	Sponsor %	Total	Admin Amount	%
Agreement Total	\$3,240,955.00	100.000000 %	\$0.00	0.000000 %	\$3,240,955.00	\$294,632.00	10.000000 %
Paid to Date	\$3,137,293.64	96.801518 %	\$0.00	0.000000 %	\$3,137,293.64	\$258,685.26	87.790000 %
Retained to Date	\$0.00	0.000000 %			\$0.00	Overage	
REMAINING BALANCE	\$103,661.36	3.198482 %	\$0.00	0.000000 %	\$103,661.36	REMAINING	\$35,946.74 12.200000 %

Planned Retainage	\$0.00	(0.00000000%)	Match Bank	\$103,661.36
Retainage Trigger	\$3,240,955.00		Match Owed	\$0.00
Number of Billings	13		Advance Balance	\$0.00
Pending Billing	<input checked="" type="checkbox"/>		ALN Number(s)	

BILLING HISTORY

Number of Billings: 13

Billing #	Billing Date	Worksites Properties	Approved Amount	Payment Amount	Billing Period	Sponsor Invoice	Suffix	Billing Status Release Date
#13	04/14/2023	Property: Alberti Property: Kerr/Brockhaus/Porter	\$10,050.00	\$10,050.00	04/14/2023 - 12/31/2021		00	In Process Grant Manager, D Ann Beck

+ Enter New Billing

Billing in PRISM online

- ▶ The six steps for completing a billing in PRISM online
 - ▶ Step 1 - Billing Set Up - **requires entry**
 - ▶ Step 2 - Cost Pages - **requires entry**
 - ▶ Step 3 - Billing Summary - information only
 - ▶ Step 4 - Payment Information - information only
 - ▶ Step 5 - Billing Attachments - only use if attachments are required
 - ▶ Step 6 - Certify & Submit - check for errors, certify and submit

Billing in PRISM online

- ▶ Step 1 - Billing Set Up
 - ▶ Enter period the billing covers
 - ▶ Enter billing scope and more....

The screenshot shows the PRISM online interface for billing setup. The top navigation bar includes 'PRISM online', 'Home', 'Menu', 'Sponsor Resources', 'Staff Resources', and 'Help'. The main content area is titled 'BILLING #2 DETAILS' and includes a project summary: 'PROJECT: 20-2248 PLAN, ELBE HILLS ORV - TRAIL SYSTEM EXPANSION PLANNING'. Below this, it shows 'Sponsor: Natural Resources Dept of', 'Program: NOVA Off-Road Vehicle', and 'Project Status: Active'. A 'Payment Calculation' box shows '\$1,050.00' and a 'Billing #' box shows '2'. The 'Billing Setup' section includes a 'BILLING PERIOD' field with dates '04/01/2023' to '04/12/2023', a 'SPONSOR INVOICE NUMBER' field with 'asdf', and a 'STATEWIDE VENDOR NUMBER' field with 'SWV0007528' and a 'Suffix' field with '00'. The left sidebar contains navigation links for 'BILLING #2 DETAILS', 'BILLING OPTIONS', and 'PROJECT DETAILS'.

PRISM online Home Menu Sponsor Resources Staff Resources Help

BILLING #2 DETAILS

Setup

Planning Costs

Billing Summary

Payment Information

Billing Attachments

Certify & Submit

BILLING OPTIONS

Billing Detail Report

Billing Detail Report pdf

Enter a Billing

Delete Billing

Online Help for Billings

PROJECT DETAILS

Project Brief

Properties

Attachments

Billings

PROJECT: 20-2248 PLAN, ELBE HILLS ORV - TRAIL SYSTEM EXPANSION PLANNING

Sponsor: Natural Resources Dept of Program: NOVA Off-Road Vehicle Project Status: Active

Project Start Date: 11/01/2021 Agreement End Date: 10/31/2024

Payment Calculation \$1,050.00

Billing #: 2 Draft Date: 04/20/2023 Billing Status: Draft [Click here to start Final Report](#)

BILLING SETUP

Enter or check all appropriate information related to this billing.

BILLING PERIOD

Enter the beginning and ending dates during which the costs were incurred.

From 04/01/2023 To 04/12/2023

SPONSOR INVOICE NUMBER

Enter your internal invoice reference number for this billing if applicable.

asdf

STATEWIDE VENDOR NUMBER

SWV0007528 Suffix 00

May 2023 51

Billing in PRISM online

▶ Step 2 - Cost Pages

- ▶ Enter all costs here - one line for each cost paid
- ▶ Paid to, Amount, Description, Check/Document #, Transaction Date

The screenshot displays the PRISM online interface for a project titled "PROJECT: 20-2248 PLAN, ELBE HILLS ORV - TRAIL SYSTEM EXPANSION PLANNING". The interface includes a navigation menu on the left with sections for "BILLING #2 DETAILS", "BILLING OPTIONS", and "PROJECT DETAILS". The main content area shows project information, a "Payment Calculation" button circled in red with a value of \$1,050.00, and a "PLANNING COSTS" section for "Worksite #1: Elbe ORV Trail and Facility System". A table for "Non-Capital Costs" is shown, with one entry circled in red: "Hubert J. Farnsworth" with an expenditure of \$1,050.00, description "Developing plan for recreation access", and transaction date "May 2023".

PRISM online Home Menu Sponsor Resources Staff Resources Help TEST Mark Jarasitis

BILLING #2 DETAILS

Setup
Planning Costs
Billing Summary
Payment Information
Billing Attachments
Certify & Submit

BILLING OPTIONS

Billing Detail Report
Billing Detail Report pdf
Enter a Billing
Delete Billing
Online Help for Billings

PROJECT DETAILS

Project Brief
Properties
Attachments
Billings
Progress/Final Reports
Narrative
Snapshot
Project Agreement 2007

PROJECT: 20-2248 PLAN, ELBE HILLS ORV - TRAIL SYSTEM EXPANSION PLANNING
Sponsor: Natural Resources Dept of Program: NOVA Off-Road Vehicle Project Status: Active
Project Start Date: 11/01/2021 Agreement End Date: 10/31/2024

Back Save Next
Check Page for Errors
Export Collapse All

Payment Calculation \$1,050.00
Billing #: 2 Draft Date: 04/20/2023 Billing Status: Draft Click here to start Final Report

PLANNING COSTS
Enter costs by worksite.
For more information on any reimbursement questions please refer to [Manual 8](#).

Worksite #1: Elbe ORV Trail and Facility System

Non-Capital Costs
All project costs other than acquisition, development, and restoration. These project costs include education, enforcement, enhancement, maintenance, monitoring, outreach, operations, planning, and research.
Fill in the row. To add additional rows, click the "Add Cost" button below and to the right.
NOTE: Date ranges may be used for payroll or donations only.
If donations are included, enter details about the donation in the transaction description.

Paid To/Donated By Description	Expenditure Amt	Non-Reimb Amt	Non-Reimb Type	Total Amt Chk/Doc #	Trans Date From Trans Date To	SN
Hubert J. Farnsworth Developing plan for recreation access	\$1,050.00	\$0.00	Non-Reimb Type May 2023	\$1,050.00 8940948J	04/17/2023 To Date	

+ Add Cost
Total Non-Capital Costs: \$1,050.00

Billing in PRISM online

- ▶ Step 3 - Billing Summary
 - ▶ Nothing to enter here, provides summary information

PRISM online Home Menu Sponsor Resources Staff Resources Help TEST Mark Jarasitis

BILLING #2 DETAILS

Setup
Planning Costs
Billing Summary
Payment Information
Billing Attachments
Certify & Submit

BILLING OPTIONS

Billing Detail Report
Billing Detail Report pdf
Enter a Billing
Delete Billing
Online Help for Billings

PROJECT DETAILS

Project Brief
Properties
Attachments
Billings
Progress/Final Reports
Narrative
Snapshot
Project Agreement 2007

PROJECT: 20-2248 PLAN, ELBE HILLS ORV - TRAIL SYSTEM EXPANSION PLANNING
 Sponsor: [Natural Resources Dept of](#) Program: NOVA Off-Road Vehicle Project Status: Active
 Project Start Date: 11/01/2021 Agreement End Date: 10/31/2024

Payment Calculation \$1,050.00 Billing #: 2 Draft Date: 04/20/2023 Billing Status: Draft [Click here to start Final Report](#) [Back](#) [Next](#)

BILLING SUMMARY
This summarizes the data entered; these are the BILLED amounts. To see the PAID amount, go to the next page.

Cost Category	Agreement Total	This Billing				Billed To Date			
		Expenditures	Donations	Other Funds	Total	Expenditures	Donations	Other Funds	Total
Non-Capital									
Non-Capital Costs		1,050.00			1,050.00	1,050.00	10,067.76		11,117.76
Non-Capital Total	64,000.00	1,050.00			1,050.00	1,050.00	10,067.76		11,117.76
Total	64,000.00	1,050.00			1,050.00	1,050.00	10,067.76		11,117.76
RCO Grant	38,000.00								
Sponsor Share	26,000.00								

TOTALS FOR THIS BILLING
Totals for this billing summarized by worksite/property:

Worksite #	Worksite Name	Planning Amount	Acquisition Amount	Total Amount
#1	Elbe ORV Trail and Facility System	1,050.00		1,050.00
Total		1,050.00		1,050.00

May 2023 53

Billing in PRISM online

▶ Step 4 - Payment Information

- ▶ Nothing to enter here, provides summary information
- ▶ Also available by clicking “payment calculation” button - at any time

PRISM online Home Menu Sponsor Resources Staff Resources Help TEST Mark Jarasitis

BILLING #2 DETAILS

PROJECT: 20-2248 PLAN, ELBE HILLS ORV - TRAIL SYSTEM EXPANSION PLANNING
Sponsor: Natural Resources Dept of Program: NOVA Off-Road Vehicle Project Status: Active
Project Start Date: 11/01/2021 Agreement End Date: 10/31/2024

Payment Calculation \$1,050.00 Billing #: 2 Draft Date: 04/20/2023 Billing Status: Draft Click here to start Final Report Back Save Next

PAYMENT INFORMATION
For more information on any reimbursement questions please refer to [Manual 8](#).

Payment Calculation
This payment is calculated using cumulative costs reported:

Total Billed to Date	\$11,117.76
Total Approved to Date	\$11,117.76
RCO %	59.375000 %
RCO Share Approved (a)	\$6,601.17
Approved Expenditures (b)	\$1,050.00
Lesser of (a) or (b)	\$1,050.00
Less Payments to Date	\$0.00
Return of Funds Amount	\$0.00
Adjustments to this Payment	\$0.00
Retainage Held	\$0.00
This Payment Amount	\$1,050.00

Balances

This Payment Amount	\$1,050.00
RCO Grant Balance	\$36,950.00

Match

Match Bank	\$9,349.34
Match Owed	\$0.00

Retainage By Amount By Percent

Planned Retainage	\$3,800.00	10.00 %
Retainage Trigger Amount	\$34,200.00	

Agreement

RCO Share	\$38,000.00	59.38 %
Sponsor Match	\$26,000.00	40.63 %
Total	\$64,000.00	100.00 %

May 2023

Billing in PRISM online

- ▶ Step 5 - Billing Attachments
 - ▶ Attach billing documents here if required

The screenshot displays the PRISM online interface. At the top, there is a navigation bar with the PRISM online logo, a menu, and links for Home, Sponsor Resources, Staff Resources, and Help. A red 'TEST' button and the user name 'Mark Jarasitis' are also visible. The main content area is titled 'PROJECT: 20-2248 PLAN, ELBE HILLS ORV - TRAIL SYSTEM EXPANSION PLANNING'. Below the title, there is a summary of project details: Sponsor: Natural Resources Dept of, Program: NOVA Off-Road Vehicle, Project Status: Active, Project Start Date: 11/01/2021, and Agreement End Date: 10/31/2024. A 'Payment Calculation' box shows \$1,050.00. A 'Billing #' box shows 'Billing #: 2 Draft Date: 04/20/2023 Billing Status: Draft' with a 'Click here to start Final Report' link. The 'BILLING ATTACHMENTS' section includes a note that attachments are for education, information, or other non-commercial purposes, and a public disclosure warning. Below this, it states 'No attachments available'. The 'Attach Files and Photos' section has an 'Attach File or Photo' button. At the bottom, there are 'Back', 'Save', 'Next', and 'Check Page for Errors' buttons. The left sidebar contains navigation options for 'BILLING #2 DETAILS', 'BILLING OPTIONS', and 'PROJECT DETAILS'.

Billing in PRISM online

► Step 6 - Certify and Submit

- First - click “check billing for errors” - fix any errors

The screenshot displays the PRISM online interface for a project. The top navigation bar includes 'Home', 'Menu', 'Sponsor Resources', 'Staff Resources', and 'Help'. The main content area is titled 'PROJECT: 20-2248 PLAN, ELBE HILLS ORV - TRAIL SYSTEM EXPANSION PLANNING' and includes details such as 'Sponsor: Natural Resources Dept of', 'Program: NOVA Off-Road Vehicle', 'Project Status: Active', 'Project Start Date: 11/01/2021', and 'Agreement End Date: 10/31/2024'. A 'Payment Calculation' of \$1,050.00 is shown, along with 'Billing # 2', 'Draft Date: 04/20/2023', and 'Billing Status: Draft'. A button labeled 'Click here to start Final Report' is also present. The 'CERTIFY & SUBMIT' section contains instructions and a note. Below this, the 'EDIT' section features a 'Check Billing for Errors' button, which is circled in red. The 'CERTIFICATION' section includes a checkbox and a text area for certification. The 'SUBMIT' section has a 'Submit Billing' button. The 'INVOICE SUMMARY' section is partially visible at the bottom. The left sidebar contains navigation options for 'BILLING #2 DETAILS', 'BILLING OPTIONS', and 'PROJECT DETAILS'. The footer shows 'May 2023' and the page number '56'.

Billing in PRISM online

- ▶ Step 6 - Certify and Submit
 - ▶ Example of error - see list in upper left
 - ▶ Green check is good
 - ▶ Red Exclamation point needs to be fixed
 - ▶ Errors will be listed in red text

PRISM online

Home Menu Sponsor Resources Staff Resources Help

BILLING #2 DETAILS

- ✓ Setup
- ✓ Planning Costs
- ✓ Billing Summary
- ✓ Payment Information
- ✓ Billing Attachments
- ! Certify & Submit

BILLING OPTIONS

- Billing Detail Report

PROJECT: 20-2248 PLAN, ELBE HILLS ORV - TRAIL SYSTEM EXPANSION PLANNING
Sponsor: [Natural Resources Dept of](#) Program: NOVA Off-Road Vehicle Project Status: Active
Project Start Date: 11/01/2021 Agreement End Date: 10/31/2024

Payment Calculation \$1,050.00

Billing #: 2 Draft Date: 04/20/2023 Billing Status: Draft [Click here to start Final Report](#)

All pages must be checked off (error free) before you can submit.
Error: Fiscal staff can't submit a billing with cost detail and a positive payment.

CERTIFY & SUBMIT

Click the button below to verify the billing's data is complete, then select the Sponsor Certification check box and click "Submit Billing."

Billing in PRISM online

▶ Step 6 - Certify and Submit

- ▶ First - click “check billing for errors” - fix any errors
- ▶ Second - read and agree, then click the box in the certification field
- ▶ Third - the submit button will be enabled, then you can click and submit

PRISM online

Home Menu Sponsor Resources Staff Resources Help

BILLING #3 DETAILS

- ✓ Setup
- ✓ Planning Costs
- ✓ Billing Summary
- ✓ Payment Information
- ✓ Billing Attachments
- ✓ **Certify & Submit**

BILLING OPTIONS

- Billing Detail Report
- Billing Detail Report pdf
- Enter a Billing
- Delete Billing
- Online Help for Billings

PROJECT DETAILS

- Project Brief
- Properties
- Attachments
- Billings
- Progress/Final Reports
- Snapshot

OPTIONS

PROJECT: 20-2248 PLAN, ELBE HILLS ORV - TRAIL SYSTEM EXPANSION PL
Sponsor: Natural Resources Dept of Program: NOVA Off-Road Vehicle Project Status: Act
Project Start Date: 11/01/2021 Agreement End Date: 10/31/2024

Payment Calculation \$1,050.00 Billing #: 3 Draft Date: 04/20/2023 Billing Status: Draft [Click here to start Final Rep](#)

CERTIFY & SUBMIT

Click the button below to verify the billing's data is complete, then select the Sponsor Certification check box and click "Submit Billing."
Note: In order to Submit, you must be either the Project Contact, Alt. Project Contact or Billing Contact assigned to the project AND associated with the Sponsor

EDIT

[Check Billing for Errors](#)

CERTIFICATION

By checking here I, *Robert Aldrich* representing *Natural Resources Dept of* certify, under penalty of perjury, that the items and totals listed here are proper charges for materials, merchandise, and services furnished to the State of Washington, and that all goods furnished and services rendered have been provided without discrimination because of age, sex, marital status, race, creed, color, national origin, disability, religion, Vietnam era status, or veterans with disabilities status. I also certify that I have followed all applicable state and federal laws and procedures as outlined in the project agreement.

SUBMIT

[Submit Billing](#)

May 2023 58

Billing in PRISM online

► Step 6 - Certify and Submit

- First - click “check billing for errors” - fix any errors
- Second - read and agree, then click the box in the certification field
- Third - the submit button will be enabled, then you can click and submit
 - One of two final popup boxes shows, be sure to click “OK”

The screenshot shows the PRISM online interface. The left sidebar contains navigation menus for 'BILLING #3 DETAILS', 'BILLING OPTIONS', 'PROJECT DETAILS', and 'OPTIONS'. The main content area is titled 'CERTIFY & SUBMIT' and includes a 'Check Billing for Errors' button, a 'CERTIFICATION' section with a checked checkbox and a text block, and a 'SUBMIT' section with a 'Submit Billing' button. A red box highlights a confirmation popup dialog with the title 'securetest.rco.wa.gov says' and the message 'This will submit billing to Recreation and Conservation Office...Continue?'. The dialog has 'OK' and 'Cancel' buttons. The background interface shows project details for 'PROJECT 20-2248 P' and a 'Payment Calculation' of '\$1,050.00'. The bottom right corner of the page shows 'May 2023' and the page number '59'.

Billing in PRISM online

▶ Step 6 - Certify and Submit

- ▶ First - click “check billing for errors” - fix any errors
- ▶ Second - read and agree, then click the box in the certification field
- ▶ Third - the submit button will be enabled, then you can click and submit
 - ▶ One of two final popup boxes shows, be sure to click “OK”
 - ▶ Then the second and final popup box shows, add a note if desired, and click “SUBMIT”

The screenshot displays the PRISM online interface for a billing entry. The main content area shows the 'CERTIFY & SUBMIT' step, with a 'Submit Note' popup window open. The popup window contains the following text:

Submit Note

(all) Add any submission notes (optional) and then click **Submit**. Your submission notes will be included in the email sent to your Grant Manager and viewable by RCO staff in the Status History grid on the Certify & Submit and Routing pages. Clicking **Cancel** will not submit your bill to RCO.

Hi RCO - here is my billing, let me know if you have any questions.

May 2023

Submit Cancel

The 'Submit' button is circled in red, indicating the final step in the process.

Billing in PRISM online

REVIEW

- ▶ The six steps for completing a billing in PRISM online
 - ▶ Step 1 - Billing Set Up - **requires entry**
 - ▶ Step 2 - Cost Pages - **requires entry**
 - ▶ Step 3 - Billing Summary - information only
 - ▶ Step 4 - Payment Information - information only
 - ▶ Step 5 - Billing Attachments - only use if attachments are required
 - ▶ Step 6 - Certify & Submit
- ▶ If interested there is a way to download an excel sheet and upload your billing, just let us know if you are interested

Billing screen, billing in process

PRISM online TEST

Home Menu Sponsor Resources Staff Resources Help

Switch User Robert A

PROJECT DETAILS

PROJECT: 21-1123 ACQ, KENNEDY CREEK NATURAL AREA PRESERVE ACQUISITION
 Sponsor: [Natural Resources Dept of](#) Program: Puget Sound Acq. & Restoration Status: Active
 Project Start Date: 09/23/2021 Agreement End Date: 06/30/2023

BILLINGS
A summary of billing information for the selected project.

Released billings In Process and Approved billings Draft and Returned billings Refresh

BALANCES Funding Source Balance

	RCO Grant Agreement	RCO %	Sponsor Match Agreement	Sponsor %	Total	Admin Amount	%
Agreement Total	\$753,649.00	100.000000 %	\$0.00	0.000000 %	\$753,649.00	Agreement Total \$35,888.00	5.000000 %
Paid to Date	\$684,106.10	90.772508 %	\$0.00	0.000000 %	\$684,106.10	Billed To Date \$41,689.78	116.160000 %
Retained to Date	(\$45,198.56)	-5.997296 %			(\$45,198.56)	Overage (\$5,801.78)	
REMAINING BALANCE	\$69,542.90	9.227492 %	\$0.00	0.000000 %	\$69,542.90	REMAINING \$0.00	0.000000 %

Planned Retainage	\$75,364.90	(10.00000000%)	Match Bank	\$0.00
Retainage Trigger	\$678,284.10		Match Owed	\$0.00
Number of Billings	2		Advance Balance	\$0.00
Pending Billing	<input checked="" type="checkbox"/>			

ALN Number(s)

BILLING HISTORY + Enter New Billing

Number of Billings: 2

Billing #	Billing Date	Worksites Properties	Approved Amount	Payment Amount	Billing Period	Sponsor Invoice	Suffix	Billing Status Release Date
#2	04/20/2023	Property: Lightbody	\$5,822.00	\$5,822.00	04/01/2023 - 04/10/2023		00	In Process Fiscal, Doran Low
#1	02/27/2023	Property: Lightbody	\$729,304.66	\$684,106.10	07/01/2022 - 06/30/2022	10021320	00	Returned May 2023
Totals			\$729,304.66	\$684,106.10				

RCO E-Billings

▶ Related manuals

▶ *Manual 8, Reimbursements*

These can be found on: [Grant Manuals - Recreation and Conservation Office \(wa.gov\)](#)

Other billing and reimbursement information (includes link to Manual 8): [Billing and Reimbursements - Recreation and Conservation Office \(wa.gov\)](#)

Manual 8: NEED TO KNOW

- ▶ Manual 8 ineligible costs (pg 13)
 - ▶ Ceremonial expenses
 - ▶ Alcohol
 - ▶ Bad debt expenses
 - ▶ Fines and penalties
- ▶ Use verifiable payment method
 - ▶ NO CASH or gift card payments (pg 5)

RCO E-Billings - Conclusion

▶ Resources

▶ Web site: RCO.WA.GOV

▶ E-mail: Ebilling@rco.wa.gov

FISCAL CONTACTS

- ▶ Doran Lower: 360-902-3007 (#'s, A-M)
doran.lower@rco.wa.gov
- ▶ Sabrina Subia: 360-725-3938 (N-Z)
sabrina.subia@rco.wa.gov
- ▶ Gerald Seed: 360-902-2954 - Lead
gerald.seed@rco.wa.gov

PRA Overview & E-Billings

▶ Questions?

Thank you!



WASHINGTON STATE
Recreation and
Conservation Office