
Local Parks Maintenance

Successful Applicant Webinar

Presented by: Marguerite Austin,
Nick Norton, and Doran Lower



01

Agenda

- 01 Introduction
- 02 Grant agreement
- 03 Project implementation
- 04 Design considerations
- 05 PRISM Online
- 06 Project Close Outs
- 07 Close outs
- 08 Wrap Up
- 09 Reimbursements



RCO Zoom

A toolbar for Zoom reactions, highlighted with a red border. It contains icons for clapping hands, thumbs up, laughing face, surprised face, heart, and party popper. Below these icons is a 'Raise Hand' button with a hand-raising icon.

The bottom toolbar of the Zoom meeting, containing several icons: Unmute (muted), Stop Video (video off), Participants (3 people), Chat (1 message), Share Screen (green), Record (grey), Reactions (smiley face), Apps (grid), and a red 'Leave' button.



WASHINGTON STATE
Recreation and
Conservation Office

Purpose

The Recreation and Conservation Office (RCO) is an exemplary partner that provides statewide leadership and funding to protect and improve the best of Washington's natural and outdoor recreation resources, now and for future generations.

Created by voter Initiative 215 in 1964

- Invest in outdoor recreation infrastructure
- Create a "recreation estate" for the future

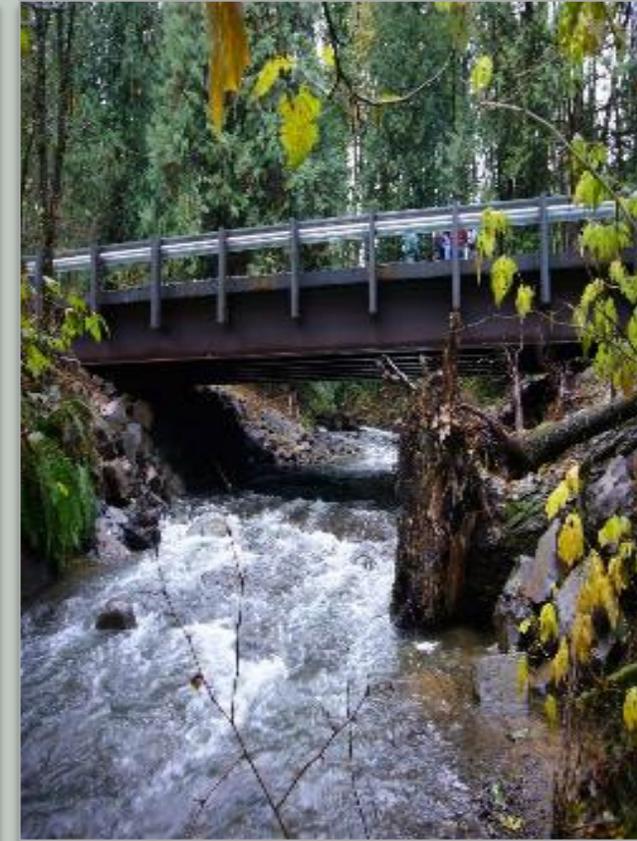
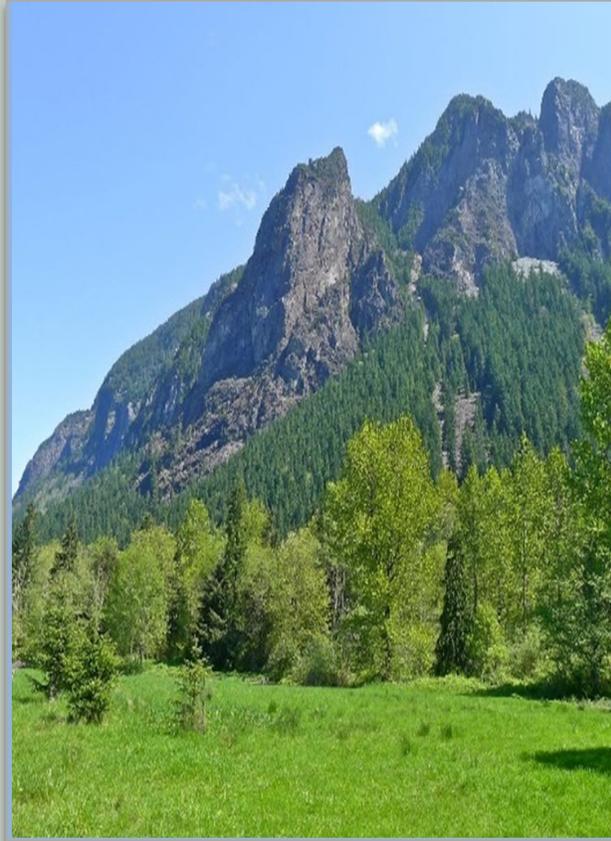
Recreation and Conservation Office Grants

Recreation

Conservation

Education

Salmon Recovery



Recreation and Conservation Funding Board

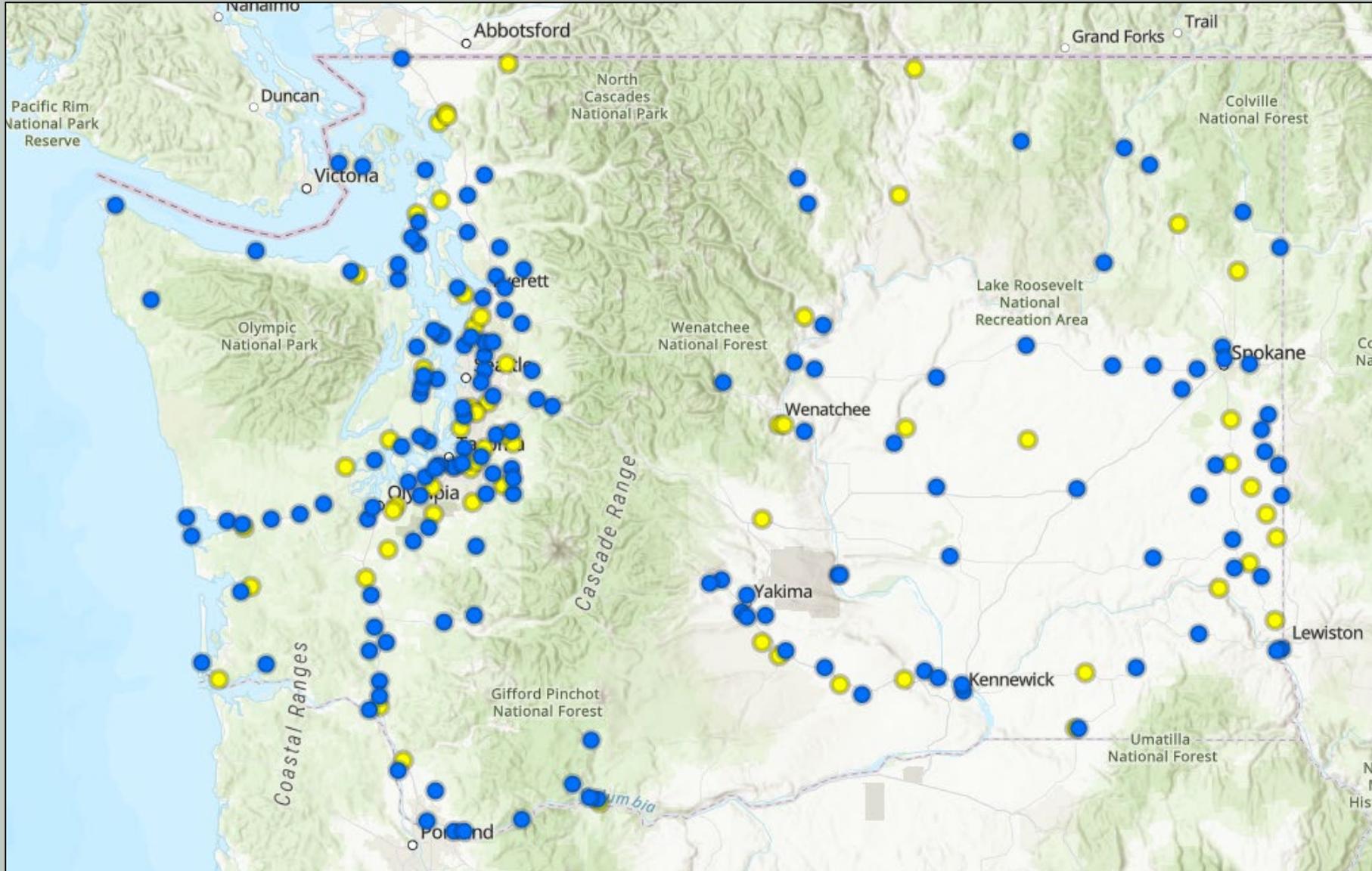
Office

Salmon Recovery Funding Board

A group of people, likely outdoors, are celebrating. A woman in the foreground is shouting with her mouth wide open. Several hands are raised in a huddle, suggesting a team achievement. The background shows green foliage.

CONGRATULATIONS!

Map of Applications



Local Parks Maintenance



Tier 1: Multisite Projects	157	\$13,451,661	39	\$3,394,000
Tier 2: Single Site Projects	<u>57</u>	<u>\$5,299,704</u>	<u>14</u>	<u>\$1,400,000</u>
Total	214	\$18,751,365	53	\$4,794,000

Grant Managers

Allison



Ashly



Brian



Dan



Andrea



Hayley



Henry



Jesse



Lan



Russell



02

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



Project Sponsor: City of Anytown
Project Title: My Community Parks Maintenance

Project Number: 23-XXXXM
Approval Date: 11/20/2023

PARTIES OF THE AGREEMENT

This Recreation and Conservation Office Grant Agreement (Agreement) for the project identified above (Project) is entered into between the State of Washington by and through the Recreation and Conservation Office (RCO), P.O. Box 40917, Olympia, Washington 98504-0917 and by and through the City of Anytown, 100 Main Street, Anytown, WA 98000 (Sponsor) 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.

Sponsor attests that prior to and during the Period of Performance, its Authorized Representative(s)/Agent(s) identified on the original signed Applicant Resolution/Authorization has full authority to legally bind the Sponsor(s) regarding all matters related to the Project, including but not limited to, full authority to: (1) sign the grant application for grant assistance, (2) enter into this Agreement, including indemnification, (3) enter into amendments to this Agreement. Agreements and amendments must be signed by the Authorized Representative(s)/Agent(s) of all Sponsors, unless otherwise allowed in the AMENDMENTS TO AGREEMENT Section.

- A. During the Period of Performance, a Sponsor may change its Authorized Representative/Agent only by providing the RCO written notice of the change and identifying the new designee authorized to sign as Authorized Representative/Agent. Unless and until such written notice is provided to RCO, RCO shall recognize only the person initially identified as the Authorized Representative/Agent.
- B. RCO reserves the right at any time to request, and Sponsor has the obligation to provide authorizations and documents that demonstrate any signatory to this Agreement or an amendment has the authority to legally bind the Sponsor.

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 LOCAL PARKS MAINTENANCE PROGRAM grant is made from the Operating Budget of the State of Washington. The grant is administered by the Recreation and Conservation Office (RCO).

DESCRIPTION OF PROJECT

Anytown will resurface basketball courts throughout the city's park system. The courts are in older, multi-cultural neighborhoods and the parks are the hubs for neighborhood play and socialization and are vital to these local communities. Funds will be used to fill cracks and prep the courts before applying new surfacing and lines. These repairs will eliminate safety concerns and revitalize the look and feel of the courts, bringing a level of pride to the neighborhoods. The city will resurface the courts in Richardson, Highland, Kurtzman, and Sunny Meadows parks.

PERIOD OF PERFORMANCE

The period of performance begins on December 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.

The RCO has the right to summarily dismiss any request to amend this Agreement if not made at least 60 days before the project end date.

STANDARD TERMS AND CONDITIONS INCORPORATED

The Standard Terms and Conditions of the Recreation and Conservation Office attached hereto are incorporated by reference as part of this Agreement.

LONG-TERM OBLIGATIONS

For this maintenance project, the Sponsor's ongoing obligations for the project area shall be for the period of performance of this Agreement. For equipment purchased as part of the project, the Sponsor's ongoing obligation shall comply with the Treatment of Equipment and Assets section and applicable RCO Manuals identified herein.

Grant Agreement



Local Parks Maintenance Applicant Authorization and

Organization Name (sponsor) City of Lake
 Resolution No. or Document Name 2023-09
 Project Number and Name 23-1746 Lake

This resolution/authorization authorizes the person(s) authorized representative/agent on behalf of our organization with respect to the above Project for which we seek grant assistance from the Washington State Recreation and Conservation Office (Office).

WHEREAS grant assistance is requested by our organization for the Project referenced above;

NOW, THEREFORE, BE IT RESOLVED that:

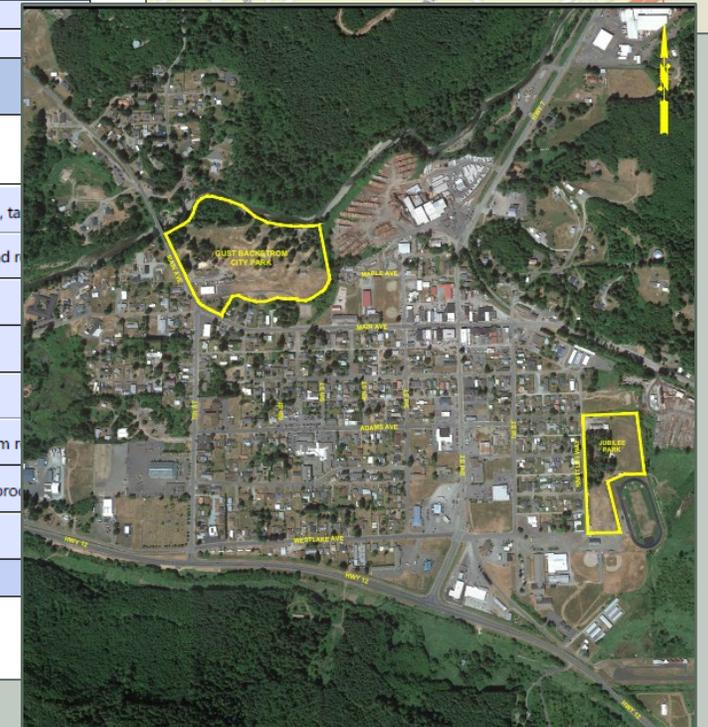
- Our organization has applied for or intends to apply for the above "Project."
- Our organization authorizes the following person(s) to execute the following documents binding our organization:

Grant Document	Routing Order	Name of Person
Grant application (submission thereof)		
Project contact (day-to-day administering of the grant and communicating with the RCO)		
Agreement/amendment approver ¹	1	Brian
Agreement/amendment approver	2	Heidi
Agreement/amendment approver	3	John
Agreement/amendment approver	4	
RCO Grant Agreement signer ²		
Agreement amendments signer ³		



Local Parks Maintenance: Tier 1 Multisite Category (for one or more parks) (No ground-disturbance and no work on structures that are older than 50 years.)				
Project Name	Clover Island Paint, Stain, Repair, Replace			
Project Sponsor	Port of Kennewick			
PRISM Project Number	23-1546 M			
Total Grant Award	\$82,375			
Activities	Spending Plan			
Cost Type	Spending from December 1, 2023 to June 30, 2024	Spending from July 1, 2024 to June 30, 2025	Total Spending	Short narrative of expenses
Personnel Costs (salaries, benefits, taxes, stipends, per diem, etc.)	\$13,725		\$13,725	maintenance staff labor hourly pay, benefits, taxes, etc.
Contracted Services	\$52,650		\$52,650	hiring of contractors for painting, staining, and repair
Equipment (\$5,000 or more)			\$0	
Other Equipment (<\$5,000, rental, repair)	\$500		\$500	rental of power wash equipment
Permits			\$0	
Materials and Supplies	\$11,300		\$11,300	metal panels, fixtures & hardware for restroom
Project administration, liability insurance, etc.	\$4,200		\$4,200	project management, & accounting oversight/pro
Other (please describe)			\$0	
Totals	\$82,375	\$0	\$82,375	

Only fill out the fields (whole number only) that apply to your project. If you have questions, contact your RCO grants manager.



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



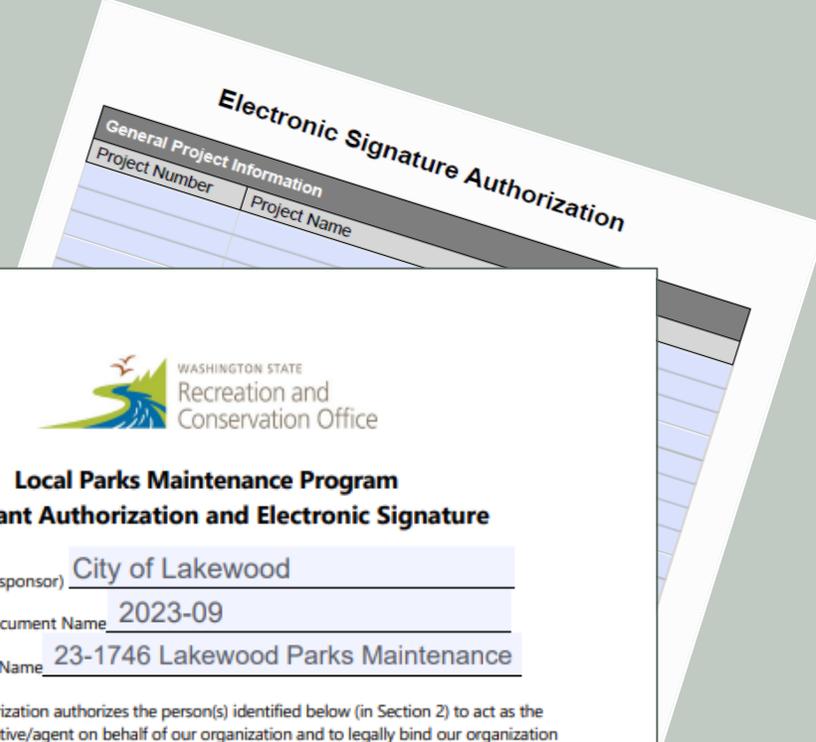
Issuing Grant Agreements

Target start date for Tier 1 is December 1
 Target start date for Tier 2 is January 1

How agreements are issued:

Electronic Signature Authorization:

- Sponsor signs
- RCO signs
- A signed grant agreement is automatically sent to sponsor





Local Parks Maintenance Program
Applicant Authorization and Electronic Signature

Organization Name (sponsor) City of Lakewood

Resolution No. or Document Name 2023-09

Project Number and Name 23-1746 Lakewood Parks Maintenance

This resolution/authorization authorizes the person(s) identified below (in Section 2) to act as the authorized representative/agent on behalf of our organization and to legally bind our organization with respect to the above Project for which we seek grant funding assistance managed through the Recreation and Conservation Office (Office).

WHEREAS grant assistance is requested by our organization to aid in financing the cost of the Project referenced above;

NOW, THEREFORE, BE IT RESOLVED that:

1. Our organization has applied for or intends to apply for funding assistance managed by the Office for the above "Project."
2. Our organization authorizes the following persons or persons holding specified titles/positions (and subsequent holders of those titles/positions) to execute the following documents binding our organization on the above projects:

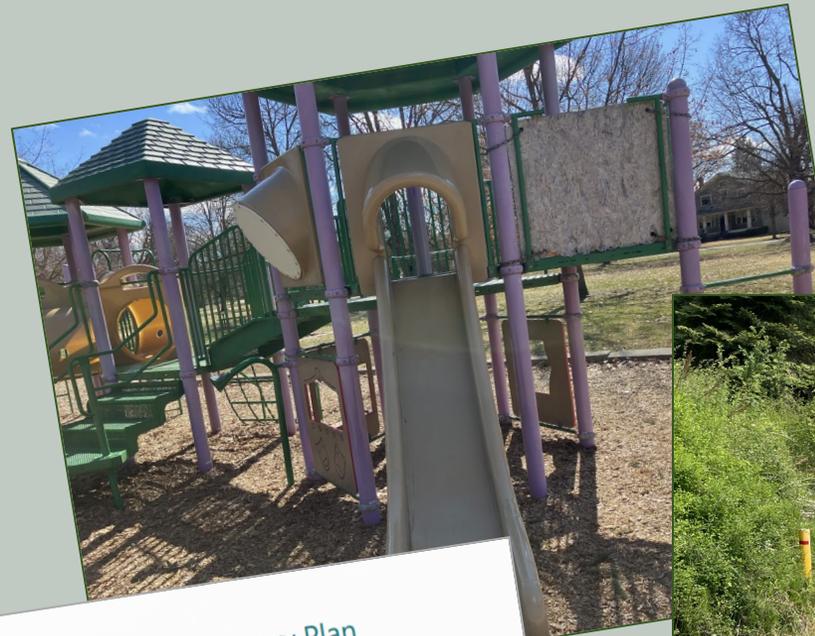
Grant Document	Routing Order	Name of Signatory and Title of Person Authorized to Sign	Email Address
Grant application (submission thereof)			
Project contact (day-to-day administering of the grant and communicating with the RCO)			
Agreement/amendment approver ¹	1	Briana Schumacher, City Clerk	bschumacher@cityoflakewood.us
Agreement/amendment approver	2	Heidi Ann Wachter, City Attorney	hwachter@cityoflakewood.us
Agreement/amendment approver	3	John Caulfield, City Manager	jcaulfield@cityoflakewood.us
Agreement/amendment approver	4		
RCO Grant Agreement signer ²			
Agreement amendments signer ²			

Project Deliverables

What are your deliverables?

Work included in your grant agreement!

- Cultural resources work:
 - Inadvertent Discovery Plan
 - Survey or other documentation
- Permits
- Deferred maintenance work
- Purchase of equipment



03

Project
Implementation

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

Project Sponsor:
Project Title:

RCO Local Parks Maintenance Grant Agreement

Project Milestones for Tier 2

Project Number:
Approval Date:

PROJECT MILESTONE REPORT

Project Start	January 1, 2024
Progress Report	March 15, 2024
Annual Project Billing	March 31, 2024
Cultural Resources Survey	May 31, 2024
Cultural Resources Complete	May 31, 2024
Permits Complete	June 15, 2024
Agreement End Date	June 30, 2024
Final Billing	August 15, 2024
Final Report	August 15, 2024

Note: If the project is approved and receives year two funding, RCO will amend the agreement and add new milestones for spending the new money.

WASHINGTON STATE
Recreation and
Conservation Office

Project Sponsor:
Project Title:

RCO Local Parks Maintenance Grant Agreement

Project Milestones for Tier 1

Project Number:
Approval Date:

PROJECT MILESTONE REPORT

Project Start	December 1, 2023
Cultural Resources Complete	December 31, 2023
Purchase Equipment	March 1, 2024
Progress Report	March 15, 2024
Annual Project Billing	March 31, 2024
Agreement End Date	June 30, 2024
Final Billing	August 15, 2024
Final Report	August 15, 2024

Note: If the project is approved and receives year two funding, RCO will amend the agreement and add new milestones for spending the new money.

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



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.



GOV. INSLEE ISSUES
UPDATED ORDER
ON ARCHAEOLOGICAL
AND CULTURAL
RESOURCES

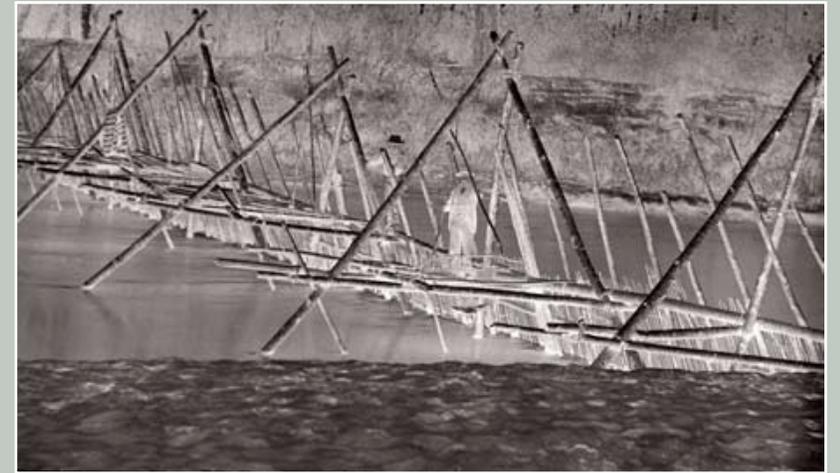
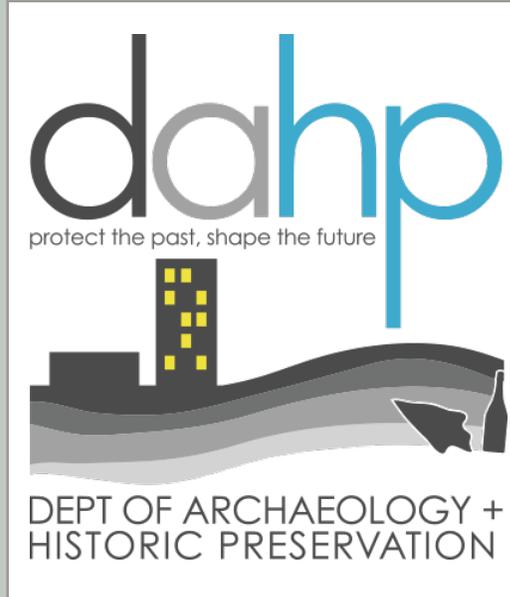
**EXECUTIVE
ORDER 21-02**

AN UPDATE TO EX 05-05

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



03 Plus

Money Talk

Spending Plan



Local Parks Maintenance: Tier 1 Multisite Category (for one or more parks) (No ground-disturbance and no work on structures that are older than 50 years.)				
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<i>Contracted Services</i>	\$52,650		\$52,650	hiring of contractors for painting, staining, and repair
<i>Equipment (\$5,000 or more)</i>			\$0	
<i>Other Equipment (<\$5,000, rental, repair)</i>	\$500		\$500	rental of power wash equipment
<i>Permits</i>			\$0	
<i>Materials and Supplies</i>	\$11,300		\$11,300	metal panels, fixtures & hardware for restroom repair
<i>Project administration, liability insurance, etc.</i>	\$4,200		\$4,200	project management, & accounting oversight/processing
<i>Other (please describe)</i>			\$0	
Totals	\$82,375	\$0	\$82,375	

Only fill out the fields (whole number only) that apply to your project. If you have questions, contact your RCO grants manager.

04

Design

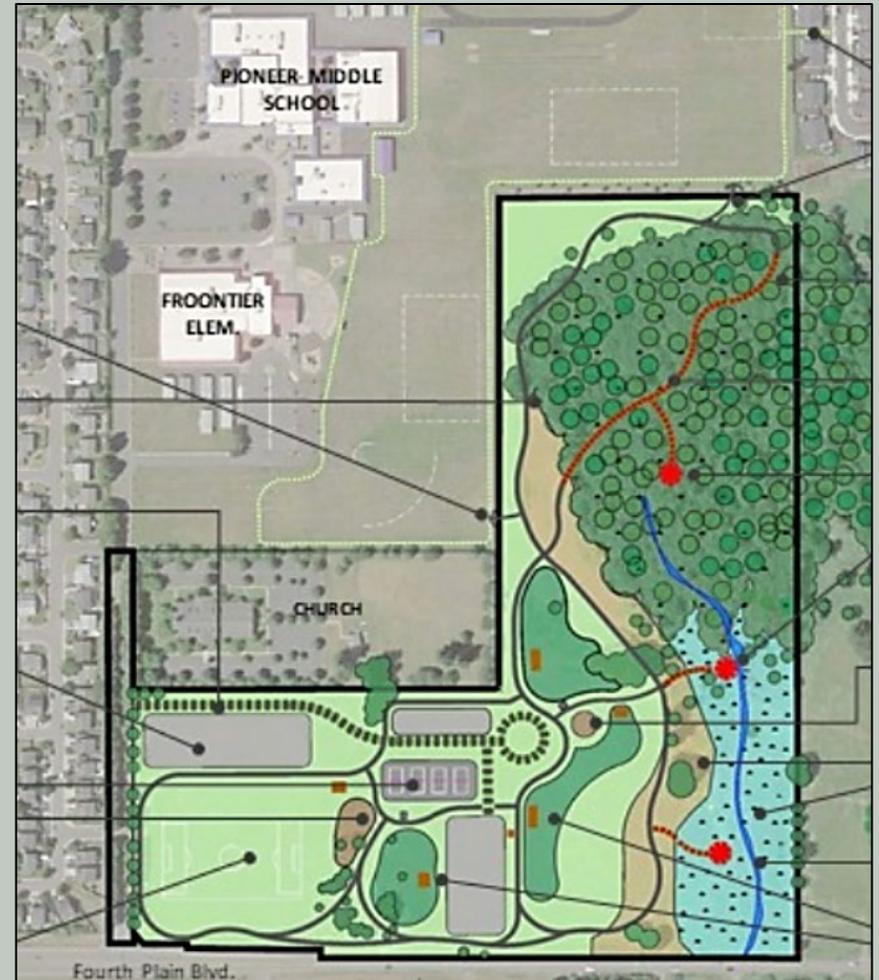
Considerations

Design Considerations

RCO encourages sponsors to use sustainable design practices!

- Plants: native vegetation
- Landscapes: Drought resistant vegetation
- Materials: Recycled decking recycled products
- Energy: High-efficiency lighting
- Water: Rain gardens, porous paving

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 or safety, and building codes

Provide required cultural resources documents and applicable permits

Comply with current accessibility requirements
Americans with Disabilities Act (ADA)

Provide all applicable close-out documents

Accessibility

- RCO funded projects need to be fully accessible
- Look at the whole project and all the details when considering accessibility
- Ask questions of designers, engineers, planners, and users
- 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/)

The screenshot shows the Washington State Recreation and Conservation Office website. The header includes a language dropdown set to 'English', 'PRISM Login', 'Boards', and 'Project Search'. The main navigation menu has 'Grants', 'What We Do', 'Get Involved', 'About Us', and 'Contact Us'. The page title is 'Making Your Project Accessible'. A sidebar on the left lists 'GRANTS' with options: 'Find a Grant', 'Apply for a Grant', 'Grant Requirements', 'Acquisition Tool Kit', and 'Match Reduction'. The main content area states: 'RCO is committed to promoting outdoor recreational facilities that are free of barriers and open to all throughout Washington. RCO requires all grant recipients to follow the most current codes and standards for renovation and development projects. Where none exists, talk to your outdoor grants manager or the recreation accessibility specialist for help. Making your project accessible to people with disabilities may be as simple as removing curbs or putting up the right sign to mark the designated accessible parking space. **Technical Assistance** The following information is provided as a service from RCO and may not be a complete list, nor is it intended to be an exclusive list of applicable provisions. It is the RCO grant recipient's responsibility to follow all federal, state, and local codes, standards, regulations, guidelines...

The screenshot shows the U.S. Access Board website. The header includes the U.S. Access Board logo with the tagline 'Advancing Full Access and Inclusion for All', a language dropdown set to 'En Español', and a search bar. The main navigation menu has 'About', 'News', 'Advancing Access', 'Guidelines & Standards', 'Services', 'File an ABA Complaint', and 'Contact Us'. The page title is 'Signs Guide to the ADA and ABA Accessibility Standards'. The main content area features a large blue icon of a person in a wheelchair and a large blue icon of a telephone. The text reads: 'Access Board issues technical bulletin on signs in Chapter 7: Communication Elements and Features of the Americans with Disabilities Act (ADA) and Architectural Barriers Act (ABA) Accessibility Standards as part of its collection on guidance documents. [Learn More](#)'

05

PRISM Online



PRISM & Secure Access Washington

PRISM Online



PRISM stands for P*RO*ject I*NF*ormation S*YS*te*M*

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).

PRISM Login

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

PRISM After Logging In



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

+ New Application

[Project Actions](#)
[Project Search](#)
[Alerts](#)

[EXPORT](#)
[COLUMN OPTIONS](#)

✓ Apply
↺ Clear
(all) 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
➤	23-1774	Maintenance	Stevens County of	Hunters Park Maintenance	Office	Local Parks Maintenance Multisite-Tier 1	Brian C	Approved-Pending Budget
➤	23-1770	Maintenance	Mattawa City of	Hund Memorial Park Maintenance Equipment	Office	Local Parks Maintenance Multisite-Tier 1	Jesse S	Approved-Pending Budget
➤	23-1766	Maintenance	Friday Harbor City of	Sunken Park Deferred Maintenance	Office	Local Parks Maintenance Multisite-Tier 1	Allison D	Approved-Pending Budget
➤	23-1765	Maintenance	Sunnyside City of	Central Park Pool House and Tree Maintenance	Office	Local Parks Maintenance Multisite-Tier 1	Jesse S	Approved-Pending Budget
➤	23-1764	Maintenance	Manson Parks & Rec District	Manson Parks Singleton Parking Areas Maintenance	Office	Local Parks Maintenance Single-Site-Tier 2	Lan N	Approved-Pending Budget

53 rows

⏪
Previous
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Next
⏩

PRISM Navigation

Home Menu ▾ Sponsor Resources ▾ Staff Resources ▾ Help ▾ Marguerite Austin ▾

+ New Application Project Actions Project Search Alerts EXPORT COLUMN OPTIONS

✓ Apply ↺ Clear (all) 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
	23-1774	Maintenance	Stevens County of	Hunters Park Maintenance	Office	Local Parks Maintenance Multisite-Tier 1	Brian C	Approved-Pending Budget
	23-1770	Maintenance	Mattawa City of	Hund Memorial Park Maintenance Equipment	Office	Local Parks Maintenance Multisite-Tier 1	Jesse S	Approved-Pending Budget
<div>Application Attachments Details Narrative</div>								
	23-1766	Maintenance	Friday Harbor City of	Sunken Park Deferred Maintenance	Office	Local Parks Maintenance Multisite-Tier 1	Allison D	Approved-Pending Budget
	23-1765	Maintenance	Sunnyside City of	Central Park Pool House and Tree Maintenance	Office	Local Parks Maintenance Multisite-Tier 1	Jesse S	Approved-Pending Budget

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06

Project Close Out

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 the project scope.



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

Steps to Closing a Project

- Upload final documents and completed project photos

- Submit the final reimbursement request before August 15th

- Submit final report in PRISM by August 15th



Goals for Tier 1



Equipment Purchases

- Ensure purchases are complete and the equipment is delivered before June 30!

Deferred Maintenance

- Submit Inadvertent Discovery Plan
- Implement project
- Watch for impacts to cultural resources

Goals for Tier 2



Cultural Resources

- Complete requirements
- Secure an RCO Notice to Proceed

Deferred Maintenance

- Implement project
- Watch for impacts to cultural resources

Equipment Purchases

- Ensure purchases are complete and the equipment delivered before June 30!

Local Parks Maintenance Timeline



Resources

Outdoor Grants
Managers

RCO Website



Part 1

Questions?



Washington State RCO E-Billings

Introduction and Examples
November 2023



WASHINGTON STATE
Recreation and
Conservation Office

Sections we will cover in this presentation:

- ▶ 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 \(wa.gov\)](#)

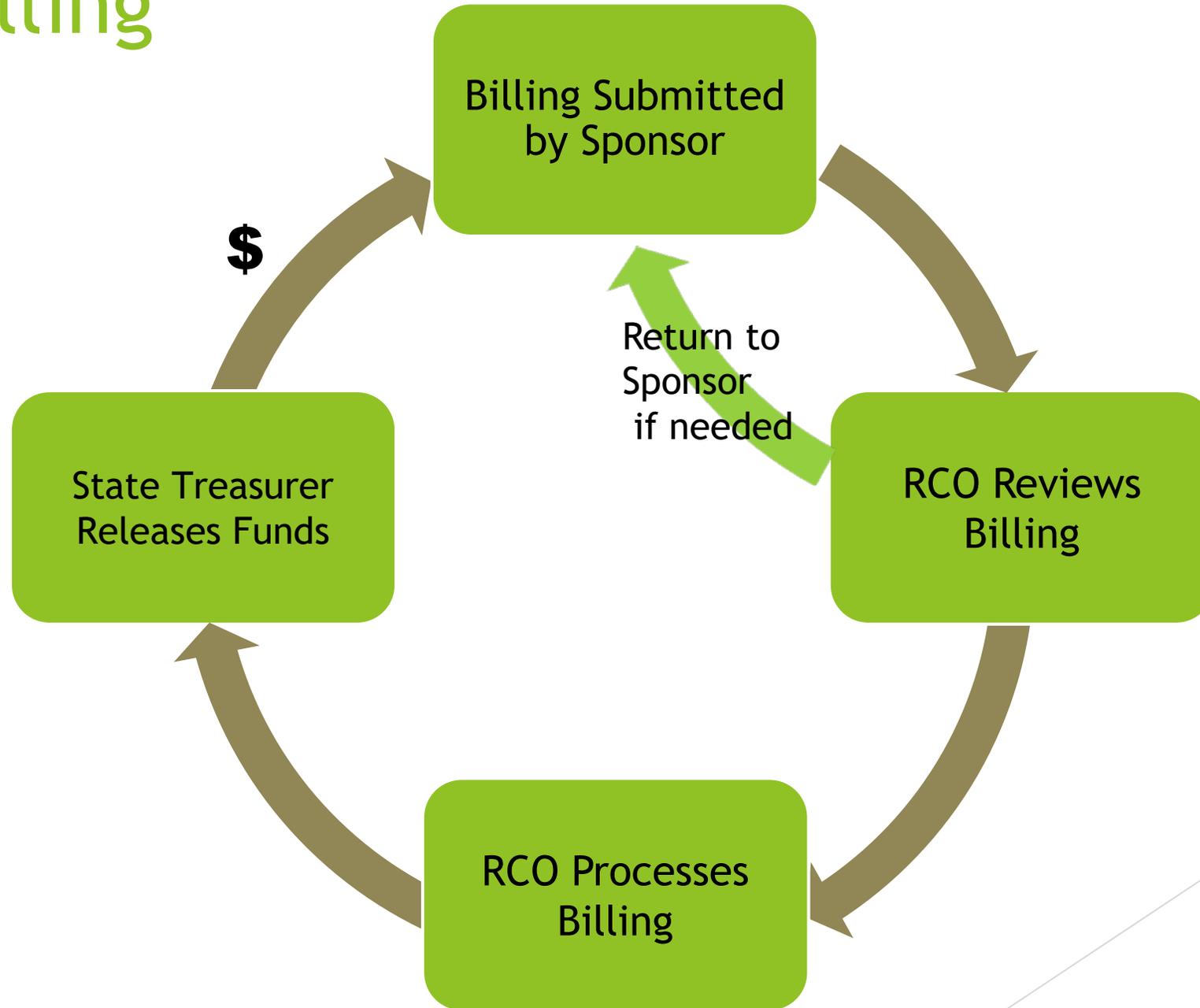
Got a Statewide Vendor Number?

- ▶ 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/Document 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	Wastebash
☑	21-1123	Acquisition	Natural Resources Dept of	Kennedy Creek Natural Area Preserve Acquisition	SRFB	PSAR - Projects	DeAnn B	Active

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	07/01/2010 - 12/31/2021		00	In Process Grant Manager, P. 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 'PROJECT: 20-2248 PLAN, ELBE HILLS ORV - TRAIL SYSTEM EXPANSION PLANNING' and includes details for the sponsor (Natural Resources Dept of), program (NOVA Off-Road Vehicle), and project status (Active). A 'Payment Calculation' of \$1,050.00 is shown, along with 'Billing #: 2', 'Draft Date: 04/20/2023', and 'Billing Status: Draft'. A button links to 'Click here to start Final Report'. The 'BILLING SETUP' section contains three main areas: 'BILLING PERIOD' with date pickers for 'From' (04/01/2023) and 'To' (04/12/2023); 'SPONSOR INVOICE NUMBER' with a text input field containing 'asdf'; and 'STATEWIDE VENDOR NUMBER' with a text input field containing 'SWV0007528' and a 'Suffix' dropdown menu set to '00'. A left sidebar menu lists various options under '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

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 shows the PRISM online interface for a project titled "PROJECT: 20-2248 PLAN, ELBE HILLS ORV - TRAIL SYSTEM EXPANSION PLANNING". The user is logged in as Mark Jarasitis. The interface includes a navigation menu with options like Home, Menu, Sponsor Resources, Staff Resources, and Help. The main content area displays the project details and a "Payment Calculation" button, which is circled in red. Below this, there is a section for "PLANNING COSTS" with a sub-section for "Worksite #1: Elbe ORV Trail and Facility System". Under "Non-Capital Costs", there is a table with columns for "Paid To/Donated By", "Expenditure Amt", "Non-Reimb Amt", "Non-Reimb Type", "Total Amt", and "Trans Date From". A single row is visible in the table, with the "Paid To/Donated By" field containing "Hubert J. Farnsworth" and the "Expenditure Amt" field containing "\$1,050.00". The "Total Amt" field also contains "\$1,050.00". The "Trans Date From" field contains "04/17/2023". The "Check/Doc #" field contains "8940948J". The "Trans Date" field contains "To Date". The "SN" field is empty. The table is circled in red. At the bottom of the table, there is a "+ Add Cost" button and a "Total Non-Capital Costs" field containing "\$1,050.00".

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 Save Next

Check Page for Errors

Export Collapse All

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	SN
Hubert J. Farnsworth Developing plan for recreation access	\$1,050.00	\$0.00	Non-Reimb Type	\$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
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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](#) [Save as pdf](#)

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

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 %

Billing in PRISM online

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

The screenshot displays the PRISM online interface. At the top left is the PRISM online logo. The navigation bar includes links for Home, Menu, Sponsor Resources, Staff Resources, and Help. On the right side of the navigation bar, there is a red 'TEST' button and the user name 'Mark Jarasitis'. The main content area is titled 'PROJECT: 20-2248 PLAN, ELBE HILLS ORV - TRAIL SYSTEM EXPANSION PLANNING'. Below the title, it shows 'Sponsor: Natural Resources Dept of', 'Program: NOVA Off-Road Vehicle', and 'Project Status: Active'. Further down, it lists 'Project Start Date: 11/01/2021' and 'Agreement End Date: 10/31/2024'. A 'Payment Calculation' box shows '\$1,050.00'. A status bar indicates 'Billing #: 2', 'Draft Date: 04/20/2023', and 'Billing Status: Draft', with a link to 'Click here to start Final Report'. The 'BILLING ATTACHMENTS' section includes a public disclosure warning and a note that no attachments are currently available. The 'Attach Files and Photos' section features an 'Attach File or Photo' button. The left sidebar contains navigation options for Billing #2 Details, Billing Options, and Project Details. At the bottom of the page, there are 'Back', 'Save', 'Next', and 'Check Page for Errors' buttons.

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 Save Next

Check Page for Errors

BILLING ATTACHMENTS

Attachments may be used only for education, information, or other non-commercial purposes.

Public Disclosure:
Attachments are almost always subject to disclosure. Before attaching, please ensure that any sensitive material (such as social security numbers, home addresses, personal email addresses and personal phone numbers) are removed from the document. RCO will not be able to redact that information.

No attachments available

Attach Files and Photos

Click button below to start the attachment process. See [Attachment Help Video](#) for details.

Attach File or Photo

Back Save Next Check Page for Errors

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 billing entry. The top navigation bar includes 'PRISM online', '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'.

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
- 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](#)

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 Sponsoring Organization in PRISM.

EDIT
[Check Billing for Errors](#)

CERTIFICATION
 By checking here I, *Mark Jarasitis* representing *Rec. and Conserv. Office* 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](#)

INVOICE SUMMARY

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

The screenshot displays the PRISM online interface. The top navigation bar includes 'Home', 'Menu', 'Sponsor Resources', 'Staff Resources', and 'Help'. The left sidebar shows a navigation menu with 'BILLING #3 DETAILS' expanded, listing 'Setup', 'Planning Costs', 'Billing Summary', 'Payment Information', 'Billing Attachments', and 'Certify & Submit' (highlighted in red). Below this, 'BILLING OPTIONS' and 'PROJECT DETAILS' are also visible. The main content area shows project information: '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', and 'Agreement End Date: 10/31/2024'. A 'Payment Calculation' of \$1,050.00 is shown. The 'CERTIFY & SUBMIT' section includes a 'Check Billing for Errors' button and a 'CERTIFICATION' box (highlighted in red) with a checked checkbox and a text area for certification. Below the certification box, the 'SUBMIT' section contains a 'Submit Billing' button (circled in red).

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 Report](#)

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](#)

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 displays the PRISM online interface for the 'CERTIFY & SUBMIT' step. The left sidebar shows navigation options under 'BILLING #3 DETAILS' and 'BILLING OPTIONS'. The main content area includes a 'Payment Calculation' of \$1,050.00 and a 'Billings # 3 Draft' status. A red box highlights a confirmation popup dialog with the text 'securetest.rco.wa.gov says This will submit billing to Recreation and Conservation Office...Continue?' and 'OK' and 'Cancel' buttons.

PRISM online

Home Menu Sponsor Resources Staff Resources

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 P
Sponsor: Natural Re
Proj

Payment Calculation \$1,050.00

Billings # 3 Draft

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

securetest.rco.wa.gov says
This will submit billing to Recreation and Conservation Office...Continue?
OK Cancel

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. The top navigation bar includes 'Home', 'Menu', 'Sponsor Resources', 'Staff Resources', and 'Help'. The left sidebar shows 'BILLING #2 DETAILS' with a checklist: Setup, Acquisition Costs, Billing Summary, Payment Information, Billing Attachments, and Certify & Submit. Below this is 'BILLING OPTIONS' and 'PROJECT DETAILS'. The main content area shows 'PROJECT: 21-1123 ACQ, KENNEDY CREEK NATURAL AREA PRESERVE ACQUI' with details like 'Sponsor: Natural Resources Dept of', 'Program: Puget Sound Acq. & Restoration', 'Project Status: A', 'Project Start Date: 09/23/2021', and 'Agreement End Date: 06/30/2023'. A 'Payment Calculation' of \$5,822.00 is shown. A 'Billing #: 2 Draft Date: 04/20/2023 Billing Status: Draft' is displayed with a link to 'Click here to start Final Report'. The 'CERTIFY & SUBMIT' section is active, with a 'Check Billing for Errors' button. A 'Submit Note' popup window is open, containing a text area with the note 'Hi RCO - here is my billing, let me know if you have any questions.' and 'Submit' and 'Cancel' buttons at the bottom. The 'Submit' button is circled in red.

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 Home Menu Sponsor Resources Staff Resources Help **TEST** 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	\$35,888.00	5.000000 %
Paid to Date	\$684,106.10	90.772508 %	\$0.00	0.000000 %	\$684,106.10	\$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
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 (page 13)
 - ▶ Ceremonial expenses
 - ▶ Alcohol
 - ▶ Bad debt expenses
 - ▶ Fines and penalties
- ▶ Manual 27 ineligible costs (page 10)
- ▶ Use verifiable payment method
 - ▶ NO CASH or gift card payments (page 5)

RCO E-Billings - Conclusion

▶ Resources

▶ Web site: RCO.WA.GOV

▶ E-mail: Ebilling@rco.wa.gov

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RCO E-Billings

► Questions? - Please Email us.

Thanks for being here!



WASHINGTON STATE
Recreation and
Conservation Office