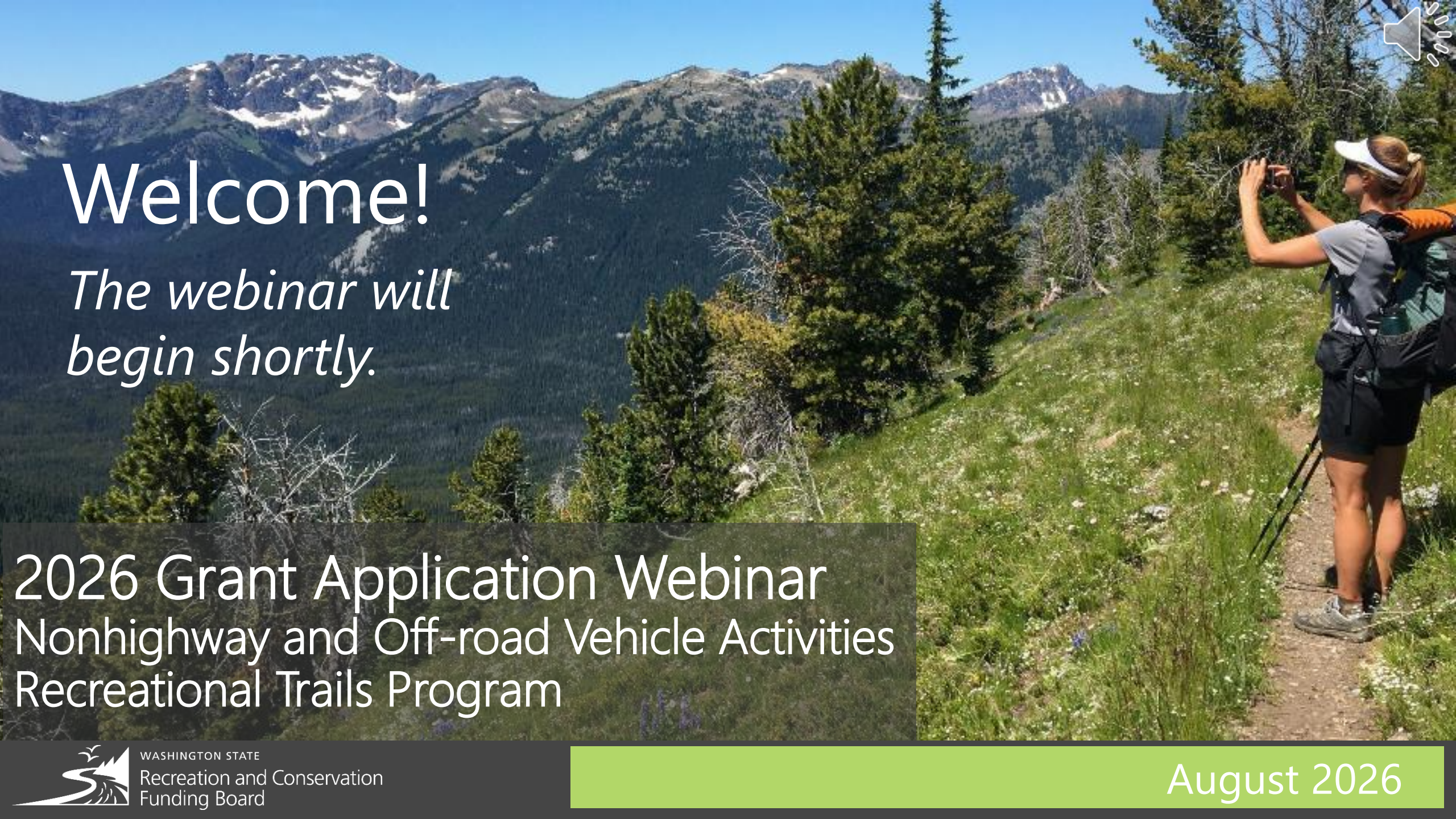
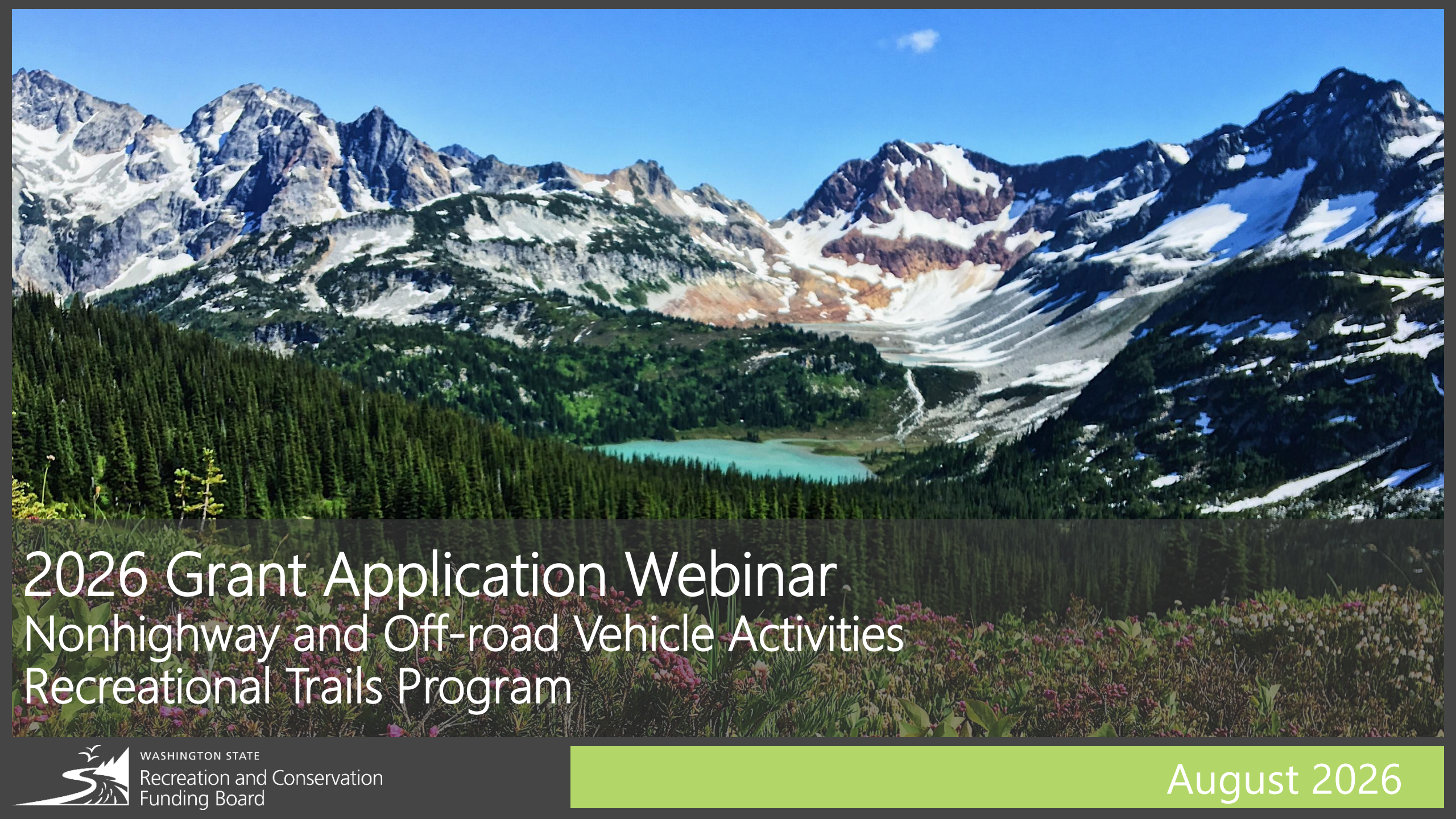




Welcome!

*The webinar will
begin shortly.*

2026 Grant Application Webinar Nonhighway and Off-road Vehicle Activities Recreational Trails Program



2026 Grant Application Webinar

Nonhighway and Off-road Vehicle Activities Recreational Trails Program

WELCOME!



Scott Robinson, RCO Deputy Director

Recreation and Conservation Funding Board Members

Michael Shiosaki (Board Chair), Citizen

Bob Bugert, Citizen

Shiloh Burgess, Citizen

Kitty Craig, Citizen

Trang Lam, Citizen

Heather Saunders, State Parks and Recreation Commission

Kristen Ohlson-Kiehn, Washington Department of Natural Resources

Amy Windrope, Washington Department of Fish and Wildlife

AGENDA

Sources for Information

Recreation and Conservation Office Overview

Trail Grant Programs Overview

What's New!

Key Application Steps

Apply Using PRISM Online

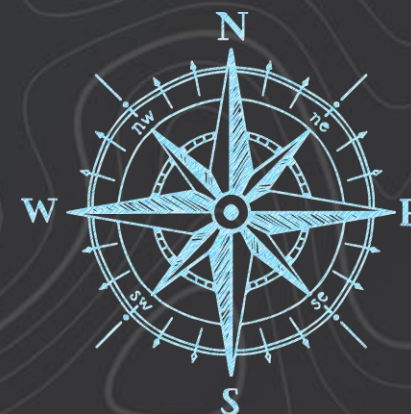
Project Evaluation

Other Considerations

Questions?



Sources for More Information



Your RCO NOVA and RTP Team



Jesse Sims
Outdoor Grants Manager
Jesse.sims@rco.wa.gov
360.867.8438



Brian Carpenter
Outdoor Grants Manager
Brian.carpenter@rco.wa.gov
360.867.8523

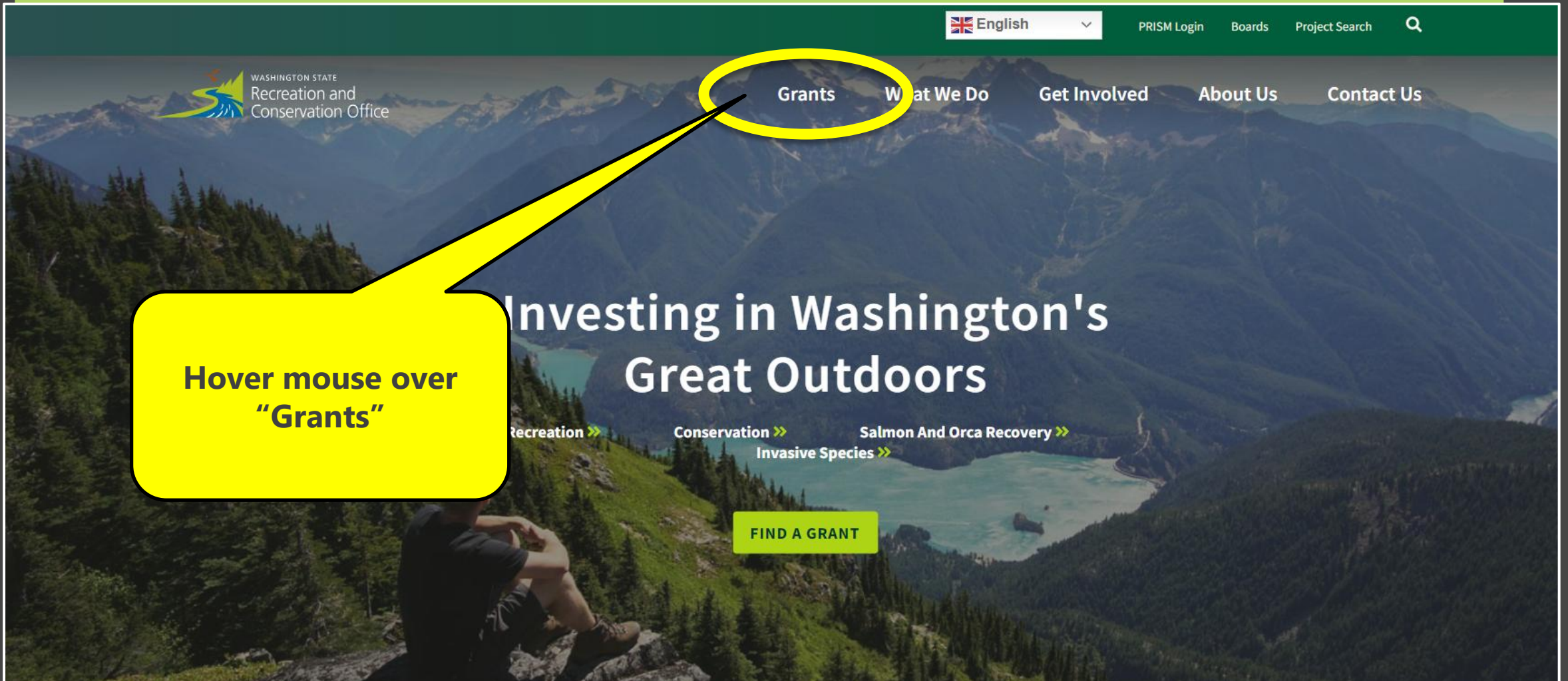


Dan Haws
Outdoor Grant Manager
Dan.haws@rco.wa.gov
360.280.7079

RCO website: rco.wa.gov



RCO website: rco.wa.gov



RCO website: rco.wa.gov

WASHINGTON STATE
Recreation and
Conservation Office

English PRISM Login Boards Project Search

Grants What We Do Get Involved About Us Contact Us

Grant Details >

- Grants Overview
- Find a Grant
- Apply for a Grant
- Grant Requirements
- Protecting Cultural Resources
- Grant Manuals
- Evaluation
- Post Award Information
- Contact a Grants Manager

Grant Programs >

ALEA >	ESRP >	NOVA - Education >	WCRRI >
BAFBRB >	FARR >	NOVA - Trails >	WWRP - Farmland >
BFP >	FFFPP >	OLG >	WWRP - Forestland >
BIG >	LWCF >	RTP >	WWRP - Habitat >
CFP >	LWCF-ORLP >		WWRP - Recreation >
COAF >	NCLI >	SALMON - PSAR >	YAF >

**NOVA
or
RTP**

RCO website: rco.wa.gov

The screenshot shows the Washington State Recreation and Conservation Office website. The header includes the logo and navigation links: What We Do, Get Involved, About Us, and Contact Us. The main content area features a 'Grant Application Schedule' table and a sidebar with 'Application Resources' and 'RTP Resources'. Yellow callouts highlight specific links: 'Calendar of Application Deadlines' points to the schedule table; 'GRANT MANUAL for policy details' points to the 'GRANT MANUAL' link in the Application Resources sidebar; 'Forms and Resources' points to the list of forms in the Application Resources sidebar; and 'Applicant's To-Do List' points to the 'Applicant's To-Do List' link in the RTP Resources sidebar.

WASHINGTON STATE
Recreation and
Conservation Office

What We Do Get Involved About Us Contact Us

recreational Trails Program
country experience.

country experience mea
opment and activity. Wh
the trail's physical setting

program invests in all types of trails, including those for riding off-road vehicles, bicycling, cross-
and snowshoeing, hiking, horseback riding, motorcycling, water trails, and more.

Grant Application Schedule

Item	Date
Application Webinar, Applications Open Register here!	August 4, 2026
Application Due	November 3, 2026
Technical Review (Staff Review)	December 18, 2026
Technical Completion D	
Project Evaluation (Writ	
Board Approves Prelimi	

Application Resources

[GRANT MANUAL](#)

Grant Forms

- [Applicant Authorization Resolution](#)
- [Certification of Applicant Match Form](#)
- [Department of Natural Resources
Scope of Work Acknowledgement
Form](#)
- [Electronic Signature Authorization
Form](#)
- [Fiscal Data Collection Sheet](#)
- [Landowner Form for Maintenance
Projects](#)
- [Manual 4: Development Projects](#)

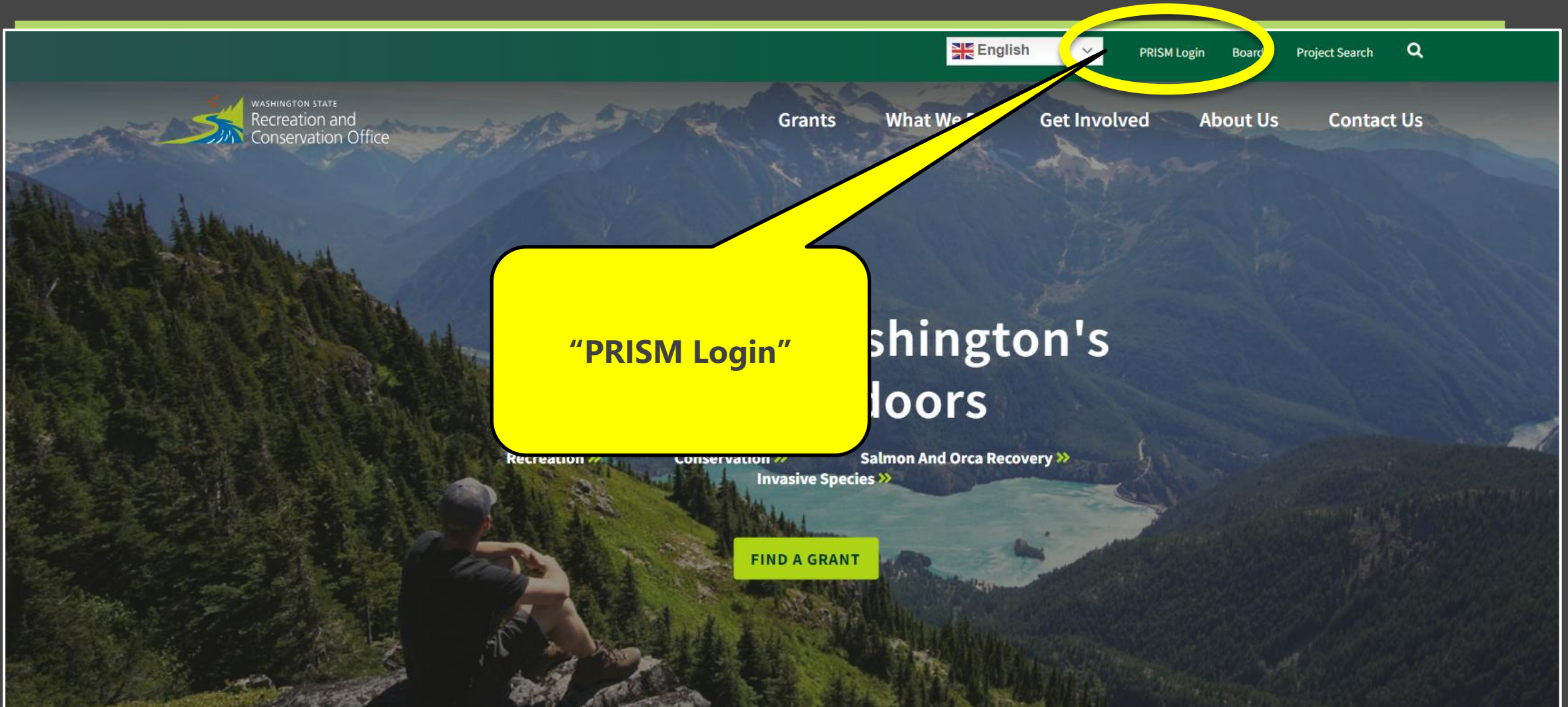
RTP Resources

- [Applicant's To-Do List](#)
- [Test Sheet](#)

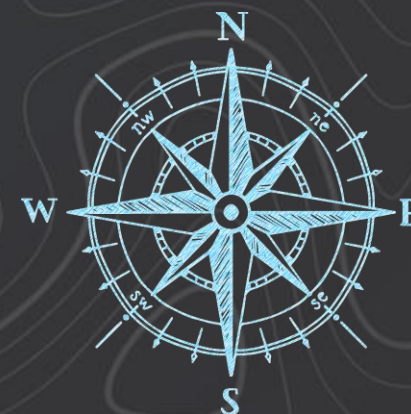
General Resources

- [Grant Writing 101](#)

RCO website: rco.wa.gov



Agency and Trail Grant Programs Overview

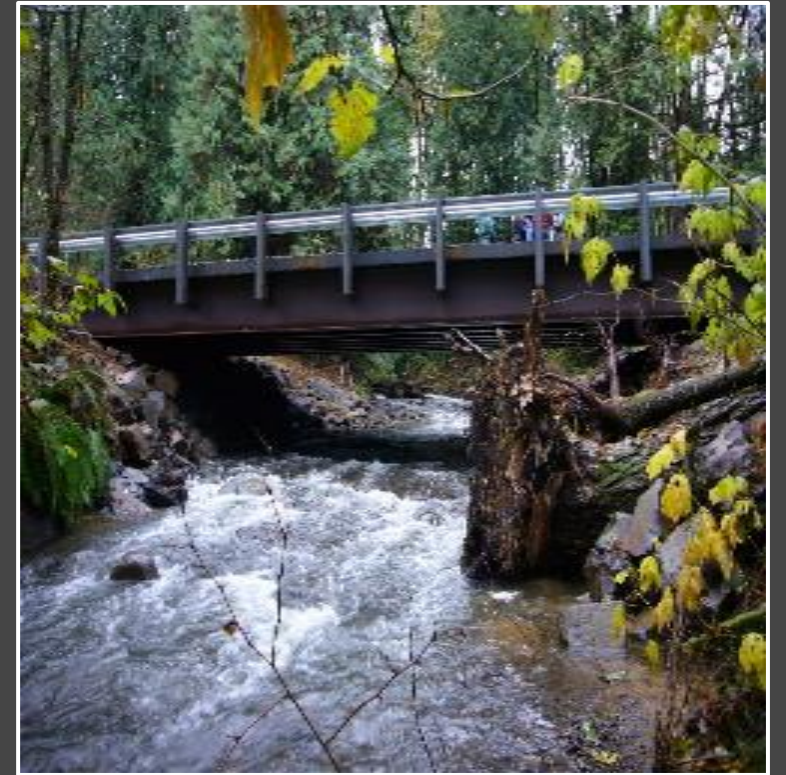


Two Grants Sections

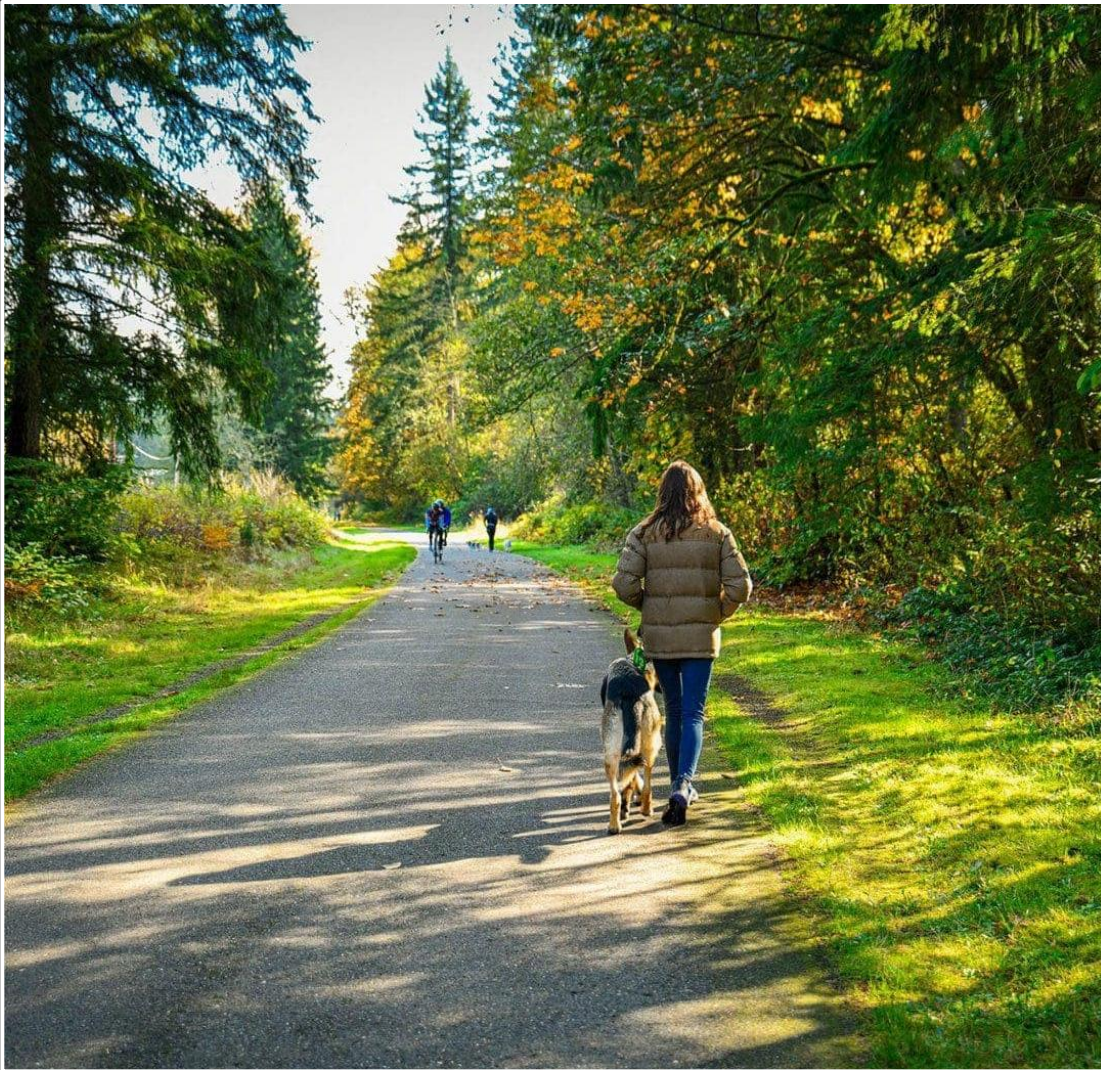
Recreation and Conservation



Salmon Recovery



Urban vs. Backcountry Trails





Washington's Recreational Trails Program

Two Key Concepts



- Backlog of deferred maintenance
- Backcountry experience

Who may receive grants?

Nisqually Land Trust and Mount Tahoma Trail Association
Hut-to-Hut Cross Country Ski Trail

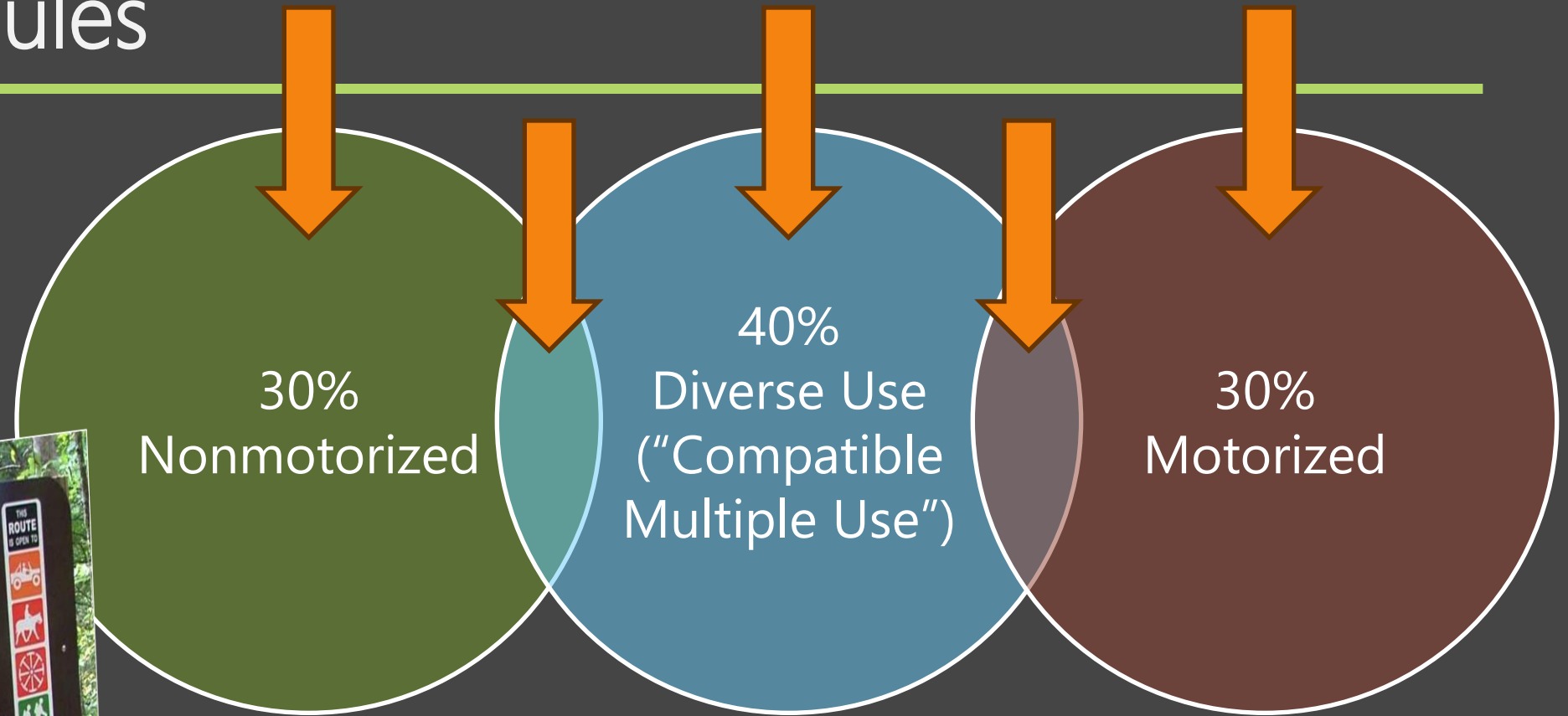
- Organizations
 - Local governments
 - State government
 - Federal government
 - Tribal governments
 - Nonprofit organizations
- Legal opinion for first time applicants





RTP Supports Diverse Trail Uses

Funding Rules



40-30-30 Requirement



RTP Categories

General Category



Education Category



General Category

- Project types
 - Development projects
 - Maintenance projects
- Grant limits
 - Up to 2-year projects
 - \$150,000 per project
 - 20% match required, preference for proposals with additional match



General Category Activities

- Typical project activities
 - Clearing, brushing, seasonal log-out
 - Trail re-routes, tread restoration, bridge replacements
 - Purchase or rental of maintenance equipment
 - Mileage, per diem, training, supplies, small tools
 - Construction of new trails and trailside facilities (very limited)



Education Category

- Funding limit:
 - \$20,000 total
 - Two, 1-year projects
 - 20% match required, preference for proposals with additional match
- Two, one-year agreements:
 - 1. July 1 – September 30
 - 2. April 1 – September 30



New RTP Information

- Rounding to \$1000s
- Cultural Resources maps
- EV Charging stations
- Updated manuals coming soon



Nonhighway and Off-road Vehicle Activities (NOVA)

2026 Application Webinar



The NOVA Program



Provides grants to plan, buy, develop and maintain land and facilities that support a range of trail and back-road related recreation.



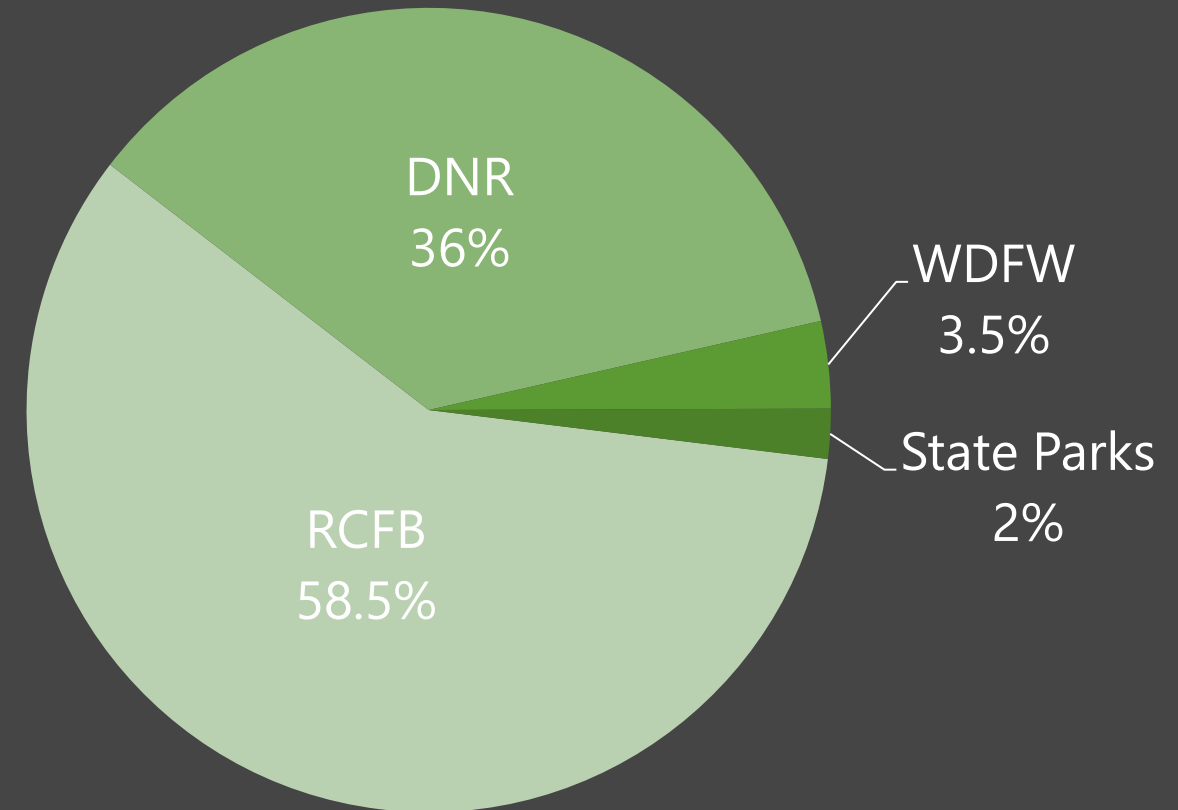
Project activities:

- Land acquisition
- Planning and site design
- Facility construction
- Maintenance and operations
- Education and enforcement

NOVA Funding



1 Percent of motor vehicle fuel tax revenues



Updated Grant Limits

Category	Education and Enforcement	Maintenance and Operations	Acquisition, Development, Planning
Education and Enforcement	\$250,000	-	-
Nonhighway Road	-	\$200,000	\$200,000
Nonmotorized	-	\$200,000	\$200,000
Off-road Vehicle	-	\$350,000	No Limit



Eligible Applicants

- Local agencies (cities, counties, towns)
- Native American tribes
- Special purpose districts
- State agencies
- Federal agencies
- Off-road Vehicle nonprofits

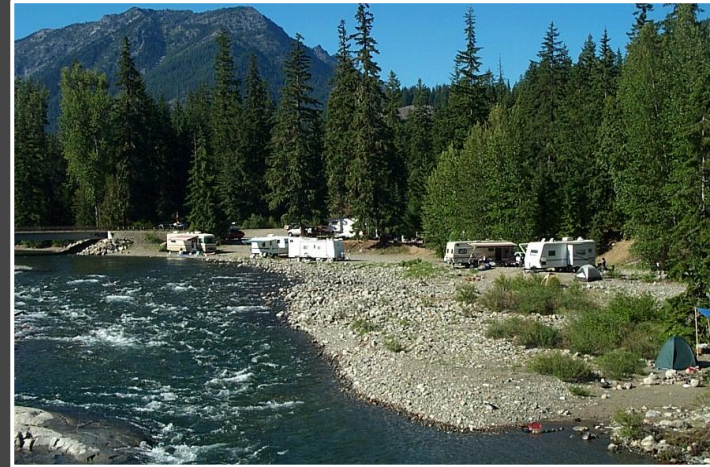


NOVA Categories

Education & Enforcement



Nonhighway Road



Nonmotorized



Off-road Vehicle





NOVA Education and Enforcement Category

NOVA Nonhighway Road Category





NOVA Nonmotorized Category

NOVA Off-Road Vehicle Category



New NOVA Information

- Rounding to \$1000s
- Cultural Resources maps
- EV Charging stations
- Updated manuals coming soon



More New NOVA Specific Information

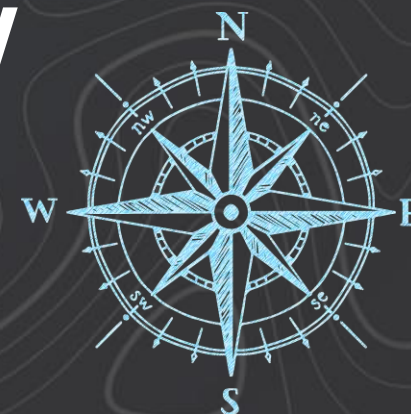


Announcements

New for 2026: The manual for this year's grant round will be published in August. But until then, here's a sneak peek at upcoming changes:

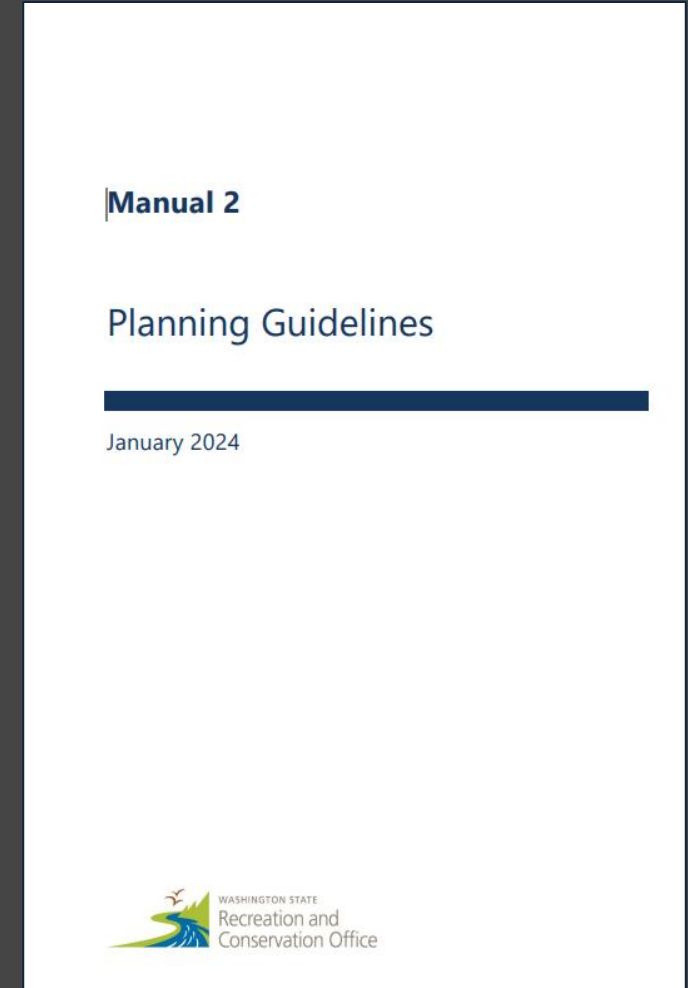
- [Register here for RCO's fall Application Webinar!](#)
- Updated evaluation criteria for Nonhighway Road, Nonmotorized and Off-Road Vehicle Categories ([Item 8](#))
- Question and answer sessions with evaluators are not required and will not be offered for maintenance projects. A ten-minute mandatory question and answer session with evaluators still is required for each acquisition development, and planning project.
- Acquisition of land currently or previously managed by a public entity is eligible.
- A sponsor has eighteen months from the board funding meeting to acquire land in a combination project.
- Earnest or option payments incurred before the execution of a grant agreement are an eligible pre-agreement cost if they are applied to the purchase price of the land acquired.

Application Process Overview



Planning Eligibility

- NOVA acquisition or development projects require comprehensive plans
- Plans due: September 1, 2026
- For assistance:
 - RCO Website and Manual #2
 - Nick Norton, Planning Specialist
Nick.Norton@rco.wa.gov



Grant Agreements



Pre-agreement Costs

RCO will pay only for work performed after grant agreements have been signed by both RCO and grant sponsors with the following two exceptions:

- Expenses, such as preliminary designs, environmental assessments, construction plans and specifications, cultural resource surveys, and permits, all of which are incurred within 3 years of the start date of the grant agreement.
- Most incidental costs incurred for purchase of real property. Land costs are not allowable as a pre-agreement cost unless RCO has approved and issued a Waiver of Retroactivity. See *Manual 3: Acquisition Projects*.

Construction, maintenance, or planning (for planning grants) performed before the execution of a grant agreement and compliance with cultural resource laws will not be eligible for payment and may jeopardize funding for the entire project. For more details, see *RCO Manual 3: Acquisition Projects* or *Manual 4: Development Projects*, available on RCO's Web site.

Note: There are no eligible pre-agreement costs for planning projects or maintenance and operation projects.

2026-2027 Schedule

Item	Date
Application Webinar, Applications Open <i>Register here!</i>	August 4, 2026
Plan Due <i>A comprehensive plan is required to be eligible for a grant.</i>	September 1, 2026
Application Due	November 3, 2026
Technical Review	December 18, 2026
Technical Completion Deadline	January 22, 2027
Project Evaluation	February 8, 2027 - March 15, 2027 <i>A MANDATORY virtual question and answer meeting will be scheduled with the advisory committee for Acquisition, Development and Planning projects on March 9, 2027.</i>
Board Approves Preliminary Ranked Lists	April 30, 2027 <i>Estimate</i>

A scenic landscape photograph of a mountain valley. In the foreground, there is a dense forest of evergreen trees. A calm lake is nestled in the middle ground, reflecting the surrounding greenery. The background features majestic, rugged mountains under a sky with soft, wispy clouds. The overall tone is serene and natural.

How to Apply for a Grant

Using PRISM Online to Apply



PRoject Information System



PRISM Login

Boards

Project Search



Grants

What We Do

Get Involved

About Us

Contact Us

Investing in Washington's Great Outdoors

Recreation >>

Conservation >>

Salmon And Orca Recovery >>

Invasive Species >>

FIND A GRANT



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.

binar



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



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

+ New Application

Project Actions

Project Search

Alerts

EXPORT

COLUMN OPTIONS

Proj #

Type

Sponsor

Project Name

Board

Program

Apply

Clear

Use the filters above to narrow the search criteria, then click Apply.

August 2026

Application Webinar

50



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

GETTING STARTED



Planning Requirements
(Required for Recreation and Conservation Grants)



Funding Programs



Contact an RCO Grant Manager



Instructional Videos

Already started an application, enter project number or search:

Go to Project: [GO](#)

[Search for Project](#)

NEW APPLICATION

Choose a sponsor for the application. Only programs that the selected sponsor is eligible to apply for will show in the list of programs. After selecting the project type and entering a name, click Start New Application button. Salmon conservation applications begin in the Salmon Recovery Portal; contact your Lead Entity contact or Grant Manager to get started.

First, select the sponsoring organization for the application

Second, select the program for which you are applying

Third, Select the project type that best fits your project

Last, enter a name that uniquely describes your project. Including location and activity can be helpful (Max 50 characters)

[Start New Application](#) [Cancel](#)

PRISM

online

Home

Menu

Sponsor Resources

Staff Resources

Help

TEST

Karen Edwards

APPLICATION WIZARD

PROJECT DETAILS

Parties

Contacts

Program & Project Type

Worksites & Properties

Worksite Details

Project Location

Property Details

QUESTIONS

Project Proposal

Evaluation Criteria

METRICS

Development Metrics

Overall Project Metrics

COSTS

Development Cost Estimates

Cost Summary

Cultural Resources

Project Permits

Attachments

Staff Scores

Submit Application

PROJECT: 24-2245 DEV, FUN OFF-ROAD MOTORCYCLE STUFF

Sponsor: Northwest Motorcycle Assn

Program: NOVA Off-Road Vehicle

Status: Preapplication

Check Page for Errors

Save

Next

Complete

PARTIES TO THE AGREEMENT

If your application is approved for funding, the following Sponsors will sign the Grant Agreement and be bound by its terms and conditions.

PRIMARY SPONSOR

Northwest Motorcycle Association

Road

State WA Zip 98564

Vendor # SWV0254952-00

UBI 601014022

Date Org created

Org Notes

link to Organization profile

link to PRISM Organization page

Org data updated

QUESTIONS - PRIMARY SPONSOR

August 2026

Application Webinar

52

Property Details

QUESTIONS

Project Proposal

Evaluation Criteria

METRICS

Acquisition Metrics

Planning Metrics

Overall Project Metrics

COSTS

Acquisition Cost Estimates

Planning Cost Estimates

Cost Summary

Cultural Resources

Project Permits

Attachments

Staff Scores

Submit Application

Review Comments

Grant Manager Comments

Change Log

PROJECT: 26-2032 PLAN, ACQ, ELBE HILLS ORV EXPANSION PLANNING

Sponsor: Natural Resources Dept of

Program: NOVA Off-Road Vehicle

Status: Preapplication

Back

Check Application for Errors

Save

Next

EDIT

Check Application for Errors

To determine if you have successfully completed all the required fields, click the Check Application For Errors button. Any pages with red exclamation marks must be corrected prior to submitting the application.

CERTIFY

☐

I certify that, to the best of my knowledge, all information in this application is true and complete, and if artificial intelligence (AI) was used to prepare this application, I accept full responsibility for ensuring its accuracy and compliance. I understand incomplete applications will be rejected by RCO and that I may be asked to submit additional documentation before evaluation or approval of this project. I understand that if a grant is awarded to my project, I will be bound by all representations and commitments in this application, which RCO may enforce to the fullest extent permitted by law.

SUBMIT

Submit Application

Only the Project Contact, Alternate Contact, or Lead Entity Contact can submit the application. Successfully submitting the application changes the project to "Application Submitted" status. This tells agency staff that the application is ready for review and further processing.

- PROJECT DETAILS
 - ✓ Parties
 - ✓ Contacts
 - ✓ Program & Project Type
 - ! Worksites & Properties
 - ✓ Worksite Details
 - ! Project Location
 - ✓ Property Details
- QUESTIONS
 - ! Project Proposal
 - ! Evaluation Criteria
- METRICS
 - ✓ Acquisition Metrics
 - ✓ Planning Metrics
 - ! Overall Project Metrics
- COSTS
 - ✓ Acquisition Cost Estimates
 - ✓ Planning Cost Estimates
 - ! Cost Summary
- Cultural Resources
- ! Project Permits
- ! Attachments
- ✓ Staff Scores
- ! Submit Application

All pages must be checked off (error free) before you can submit the application.

EDIT

Refresh Application Errors

To determine if you have successfully completed all the required fields, click the Check Application For Errors button. Any pages with red exclamation marks must be corrected prior to submitting the application.

CERTIFY

! = Error on page

✓ = No error detected

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Status Name	Status Date	Submitted By	Submission Notes
Preapplication	08/04/2026		

PROJECT DETAILS

- ✓ Parties
- ✓ Contacts
- ✓ Program & Project Type
- ! Worksites & Properties
- ✓ Worksite Details
- ! Project Location
- ✓ Property Details

QUESTIONS

- ! Project Proposal
- ! Evaluation Criteria

METRICS

- ✓ Acquisition Metrics
- ✓ Planning Metrics
- ! Overall Project Metrics

COSTS

- ✓ Acquisition Cost Estimates
- ✓ Planning Cost Estimates
- ! Cost Summary

- ✓ Cultural Resources
- ! Project Permits
- ! Attachments
- ✓ Staff Scores

! Submit Application

Sponsor: [Natural Resources Dept of](#) Program: NOVA Off-Road Vehicle Status: Preapplication

[Back](#)[Refresh Application Errors](#)[Save](#)[Next](#)

All pages must be checked off (error free) before you can submit the application.

EDIT

[Refresh Application Errors](#)

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Status Name	Status Date	Submitted By	Submission Notes
Preapplication	08/04/2026		

Application Requirements

- Application Authorization / Authorizing Resolution
- Control and Tenure
- Phased projects must each stand on their own

**WASHINGTON STATE
Recreation and
Conservation Office**

Applicant Resolution/Authorization

Organization Name (sponsor) _____

Resolution No. or Document Name _____

Project(s) Number(s), and Name(s) _____

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(s) 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(s) 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(s)."
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	Name of Signatory or Title of Person Authorized to Sign
Grant application (submission thereof)	
Project contact (day-to-day administering of the grant and communicating with the RCO)	
RCO Grant Agreement (Agreement)	
Agreement amendments	
Authorizing property and real estate documents (Notice of Grant, Deed of Right or Assignment of Rights if applicable). These are items that are typical recorded on the property with the county.	

Written Process

PROJECT: 24-2245 DEV, FUN OFF-ROAD MOTORCYCLE STUFF

Sponsor: Northwest Motorcycle AssnProgram: NOVA Off-Road VehicleStatus: Preapplication

BackCheck Page for ErrorsSaveNext

Complete

EVALUATION CRITERIA

Application Due Date: 10/31/2024

Click info icons for complete criteria. Info pop-ups are movable after opening by drag-clicking top bar.

Collapse All

#1: NEED What is the need for new, improved, or maintained facilities?

B

I

U

Description is required
0 of 5000 characters

#2: NEED FULFILLMENT How well will this project fulfill the service area's needs identified in Question 1?

B

I

U

Description is required
0 of 5000 characters

#4: PROJECT DESIGN Is the proposal appropriately designed for intended uses and users?

B

I

U

Description is required
0 of 5000 characters

#6: SUSTAINABILITY Discuss how your project's location or design supports your organization's sustainability plan or how you considered the ecological, economic, and social benefits and impacts in the project plan.

B

I

U

Description is required
0 of 5000 characters

#7: READINESS TO PROCEED How soon after the grant is approved can the project begin?

B

I

U

Description is required
0 of 5000 characters

Follow-up Calls

- No Q&A call for Maintenance or Education
- RCO schedules Q&A session for development, planning, and acquisition



Evaluation Process

- Staff reviews projects
- Evaluation is required
- Volunteers on standing advisory committees play a significant role in the grants process. They:
 - Use board adopted criteria to score projects
 - Make funding, policy and process recommendations to RCO
 - May offer a “do not fund” recommendation for specific projects in some grant programs



Review the evaluation criteria

Criteria	Project Type	Possible Points
Scored by the Advisory Committee		
1. Need	All Projects	15 points
2. Need satisfaction	All Projects	15 points
3. Project design	Development	10 points
4. Maintenance	Maintenance	15 points
5. Sustainability	Development	5 points
6. Readiness to proceed	All Projects	5 points
7. Cost-benefit	All Projects	5 points
8. Cost efficiencies	All Projects	5 points
9. Project support	All Projects	10 points
Scored by RCO		
10. Matching shares	All Projects	10 points
11. Growth Management Act preference	All Projects	0 points
Total Points Possible: 80		

Detailed Scoring Criteria

2. Need satisfaction. To what extent will the project satisfy the service area needs identified in Question 1: Need?

How well does the specific proposal satisfy the need established in question 1? For example, on the proposed trail, will all surface water issues be remedied (water bars, grade dips, puncheon, water crossings, etc.)? How about the trail corridor (clearing, brushing, tree removal, etc.), safety, and sign issues? Responses must be quantified. How efficiently does the proposal target these needs?

▲ Point Range: zero to five points, which staff later multiplies by three.

Zero points	No or weak evidence of need satisfaction
One to two points	Fair to moderate evidence. Project fills only a small portion of the apparent or expressed need, or insufficient information is provided.
Three points	Strong evidence. The project will address an important need, although that need will not be filled completely by the project.
Four to five points	Very high to exceptional evidence. Project fills a critical need.

Considerations

- Developing a Budget
- Match
- Accessibility
- Cultural and Historic Resources
- Project Implementation
- Project Agreement
- Long-term Obligations



Developing a Project Budget

- Cost estimates are the basis for the grant award
- Consider:
 - Feasibility and permitting
 - Value of property being acquired
 - Prevailing wage and competitive procurement requirements
 - Estimates from contractors and suppliers
 - Inflation
 - Grant awards July 2027 (earliest)



Match?



Certifying match



- Certification required for board funding approval
 - Due May 2027
- Requires commitment from donors and other grant sources
- Washington Administrative Code 286-13

Accessible Design

- Facilities must be designed to be accessible for all.
- Incorporate early
- Additional information:
 - Online presentation on accessibility
 - See “Making Your Project Accessible to All” on RCO’s Web site



Cultural and Historic Resources

- Almost all projects undergo review for impact on archeological and cultural resources; very few are exempt
- RCO leads or coordinates this process
- A survey or mitigation may be required – add \$ to your budget for Development, planning or Acquisition
- **IMPORTANT:** Notice to Proceed is required before any ground disturbing activities



Where can I get more information?

- RCO's Web site
- Governor's Office of Indian Affairs
- Washington Department of Archaeology and Historic Preservation

Project Implementation

- Projects should be ready to implement upon award of grant funds
- Do not begin until:
 - Contract executed with RCO
 - Cultural resources or archaeological reviews are complete
 - Obtained the appropriate environmental clearances



Project Implementation

- Milestones – project timeline/schedule
- Maintenance and Education
 - RCO has standard milestones
 - Up to 2 years
- Development
 - 2 to 3 years
- Acquisition and Planning
 - Approximately 2 years



Grant Agreement

- Contains:
 - Standard terms and conditions
 - Scope of work
 - Time period for performance
 - Grant funding amount
 - Budget and allowable costs
 - Reporting requirements
 - Long-term compliance responsibilities
- Read the terms and conditions now
 - Sample project agreement on website (*Grant Application Materials page*)
 - Noted in application authorization/resolution



Long-Term Obligations

Manual 7

Long-Term Obligations

June 2024



- RCO compliance team.

Compliance Issues:

- Lack of maintenance, site not open on a regular or reasonable basis, acknowledgement signs missing
 - A “conversion” – use has been terminated, site has been transferred to an ineligible sponsor, ineligible use on site
- Review Manual 7, *Long-Term Obligations*

A Few Tips for Success

- Determine the best grant program/category for your project.
- Be selective, RCO grants are not for every project proposal.
- Take time to accurately scope and cost your project.
- Use the 'To Do' list and other resources on RCO's web site.
- Communicate with your Grants Manager (EARLY and OFTEN).





Any Questions?