



Black River Coliseum  
301 South 5th Street  
Poplar Bluff, Missouri 63901

# OFFICE PROFESSIONALS' SEMINAR GRANTS & LOANS

*A SUCCESSFUL PROJECT FROM START TO FINISH*

August 20, 2019

Tuesday

9:00 am - 3:45 pm

## Agenda

### 9:00 am - 10:00 am Getting Started

- Selecting an Engineer for a Project
- Determining Funding Programs for Your Project
- Putting the Application Together

### 10:00 am - 10:30 am BREAK

### 10:30 am - 11:30 am Types of Financing Tools

- Grants vs. Loans
- Matching Funds?
- Types of Loans

### 11:30 am - 12:00 pm Cast of Characters

- Bond Attorneys
- Local Attorneys
- Financial Advisors
- Funding Agency Personnel
- Engineers

**A FULL DAY OF  
OFFICE PROFESSIONAL  
TRAINING!**

### 12:00 pm - 12:45 pm LUNCH

### 12:45 pm - 1:45 pm Project Construction Phase

- Bidding the Project
- Drawdown of Funds
- Pay Estimates
- Labor Reports and Other Reporting

### 1:45 pm - 2:00 pm BREAK

### 2:00 pm - 2:30 pm Project Closeout

- Final Inspection Requirements
- Final Funds Drawdown and Closeout Reports

### 2:30 pm - 2:45 pm BREAK

### 2:45 pm - 3:15 pm Tracking Projects in a Budget and The General Ledger

### 3:15 pm - 3:45 pm Open Forum: Questions & Answers

THIS Training IS APPROVED for  
MO DNR RE-CERTIFICATION  
HOURS AND IS  
**BLUE VOUCHER ELIGIBLE.**

**Course # 1904572**

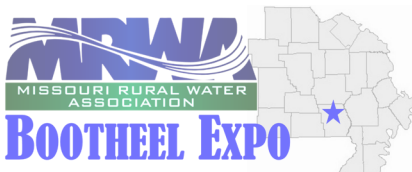
DW: 2.0 Hrs

DS: 2.0Hrs

WW: 2.0 Hrs

CAFO: 0.0 Hrs

LUNCH PROVIDED  
BY: **MIDWEST  
METER INC.**



# REGISTRATION FORM

PLEASE PRINT ALL INFORMATION

# OFFICE PROFESSIONALS' SEMINAR GRANTS & LOANS

*A SUCCESSFUL PROJECT FROM START TO FINISH*

NAME: \_\_\_\_\_

SYSTEM REPRESENTING: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY, STATE & ZIP: \_\_\_\_\_

PHONE NUMBER: (\_\_\_\_\_) \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

MEMBER SYSTEM EMPLOYEE REGISTRATION:	\$ 100. <sup>00</sup>	_____
NON-MEMBER SYSTEM EMPLOYEE REGISTRATION:	\$ 200. <sup>00</sup>	_____
CERTIFIED OFFICE PROFESSIONAL (C.O.P.P.)	\$ 75. <sup>00</sup>	_____
	<b>TOTAL DUE</b>	_____

Only one registration per sheet.  
 Please make copies for additional registrants and complete all information.  
 Registration includes sessions and lunch.  
 If you are paying with MoDNR Training Vouchers, use course #1904572  
 Please include the entire voucher form with your registration.  
 MRWA will not be responsible for credit hours not properly applied to your certification.

**\*\*\* IF PAYING WITH VOUCHERS, YOU MUST SIGN THE ONSITE ROSTER FOR PROOF OF ATTENDANCE. \*\*\***

**Want to pay with a credit card?  
Register online at**

[www.moruralwater.org](http://www.moruralwater.org)

**Please Return Completed  
Forms with Remittance To:**



901 Richardson Drive  
Ashland MO 65010  
(573) 657-5533 phone  
(573) 657-0533 fax