

RCO Monitors Salmon Recovery Bills



In an effort to meet federal and state auditing requirements, RCO is changing the amount of documentation that most salmon recovery grant recipients must submit with their bills to RCO.

RCO has reviewed all recipients of salmon recovery grants and assigned them to a category. The category determines the amount of documentation that must be submitted with each bill.

1. What are the different levels of required documentation?

Category	Required Documentation
One	Submit itemized reimbursement requests monthly, quarterly, annually, or bi-annually. (This is the current practice.)
Two	Submit backup documentation for two invoices (the December and March invoices for those who bill monthly or quarterly) for each project.
Three	Submit backup documents for every reimbursement request for every project.
All	Must keep backup documentation for each invoice for at least six years after the project closes and provide that documentation to RCO if requested. All grant recipients should be aware that RCO may inspect project documents, financial records, and equipment purchases with SRFB grants to ensure all payments were allowable and accurate.

2. What exactly does RCO want for “backup documentation” for each invoice?

If requested, sponsors must submit photocopies or scanned images of all the bills paid and submit them to RCO for reimbursement. Don't forget to include employee payroll information and internal transfers if you are asking to be paid for staff time or agency resources. See the bulleted list below for examples of acceptable backup documentation.

Sponsors must submit photocopies or scanned images to backup each transaction listed on the request to RCO for reimbursement. This detail also is required for match contributions itemized on the reimbursement request.

Examples of acceptable documentation include:

- Documentation to establish equipment valuation, replacement value, or rental valuation.
- Internal journal vouchers.
- Mileage logs.
- Paid invoices.
- Payroll composite rate worksheets or payroll register reports.
- Publications to establish professional and skilled labor.
- Receipts for purchases.
- Timesheets with required signatures.
- Travel logs, travel expense reimbursement requests, lodging receipts.
- Volunteer contribution logs.

Please fill out the reimbursement request form completely. Make sure the items listed have payment numbers, payment dates, payment amounts, and that they match the backup documentation for easy cross-referencing.

Payroll Information

Payroll information should include a timesheet and backup documentation showing the hourly rate, wages, benefits, retirement, Social Security, Medicare, medical aid, industrial insurance, and health insurance.

3. What format does RCO want for the backup documentation?

Photocopies or scanned images. When scanning, note the check number on the document along with any split between funding sources.

Sponsors may submit documentation on disks, but the information needs to be in an easily readable format and in the order itemized on the Expenditure Summary and Non-Reimbursable Expenditure Summary forms. If RCO cannot reasonably cross-reference the backup detail with the Expenditure Summary forms, RCO may return the bill for clarification.

4. Will payments be slower?

RCO staff is working hard to ensure the increased documentation will not slow payments. The goal is to continue to pay requests within 30 days of receiving them.

5. May we provide backup documentation for all our reimbursement requests?

Yes, if that is easier for you.

6. If I have to start sending backup documents starting April 1, 2010, is that for all expenditures starting April 1st or is it for all expenditures with that bill?

It is for all expenditures with that bill. For example, if you mail a request for reimbursement on April 2, 2010 for bills paid between January 1, 2010 through March 31, 2010, you must provide full backup documentation.

7. Will I always be in the same category?

RCO will review an agency's or organization's profile annually and make adjustments then. RCO always will require more documentation from 70 percent of grant recipients receiving salmon funds.

8. How did RCO determine my rating?

RCO used the criteria in the table below, past performance, and A-133 audit information to place sponsors in a category.

Criteria	Points 0-140
Federal Funds Awarded	0-5
No federal funds received through the Recreation and Conservation Office (RCO)	0
Sponsor received federal funds from RCO	5
A-133 Federal Single Audit Completed	0-45
Performed an A-133 Federal Single Audit in each of the three, preceding fiscal years	0
Did not perform the audit in each of the three, preceding fiscal years	15 points a year

Criteria	Points 0-140
A-133 Federal Single Audit Findings	0-20
No audit findings	0
Findings that only impact the organization	5
Findings related to non-RCO funding that may impact RCO compliance	10
Findings directly related to RCO funding	20
Other Audits or Findings Reported	0-5
No information available	0
Received a significant finding from other audits	5
Experience (with RCO-administered grants)	0-10
Successfully completed more than 50 projects	0
Successfully completed 35-49 projects	2
Successfully completed 21-34 projects	4
Successfully completed 15-20 projects	6
Successfully completed 7-14 projects	8
Successfully completed 0-6 projects	10
Annual Bill Submitted	0-5
Annual billing milestone was met	0
Milestone was not met	5
Billing Training Received	0-5
RCO provides training through online meetings and Successful Applicant Workshops to grant recipients on how to bill properly. Grant recipient education of compliance and reimbursement policies reduces risk to the agency.	
Attended grant reimbursement training	0
No training	5
Cash Advance Requested	0-5
No cash advances	0
Have used cash advances	5
Cash Advances Paid Back On Time	0-5
Paid back cash advances within 120 days or did not use cash advances	0
Late paying back cash advances during the last 1½ years	5
Office Audits	0-5
RCO field audit conducted within the past 3 years	0
RCO staff has not done a field audit to inspect project sites, reviewed financial records, and verified status of equipment purchased.	5
Billing Issues	0-10
RCO may document any issues with bills, including repeated errors or requests for ineligible costs, asking for payment before sponsor has paid the bill, inadequate supporting backup documents, or any documented occurrence of non-compliance.	

Criteria	Points 0-140
No billing issues are documented	0
Billing issues are documented	10
Project Milestones	0-10
Project success often depends on meeting the milestones in the project agreement. If a sponsor has difficulty meeting its project milestones or handling other issues that delay the project, they may receive points.	
No documented issues regarding project milestone or project progress	0
Documented issues	10
Other Risk Factors	0-10
This category may reflect other problems that may increase risk, such as converting previous projects to uses other than those for which the grant was originally awarded	
No potential risk factors reported	0
Potential risk factors exist	10

9. What if I don't agree with my rating?

Please contact RCO fiscal staff or your outdoor grants manager. RCO will review new information and consider it for future ratings. RCO will modify ratings before the next review only if it made an error.

10. We conduct internal audits periodically. Would the results of these audits be useful in how RCO categorizes our agency or organization?

RCO is focusing on A-133 audits and related results but will consider other audits as well.

11. How often will RCO staff inspect documents and equipment on-site? Will these visits be selected randomly?

RCO fiscal staff will visit at least 12 grant recipients at their worksites each year. For the most part, staff will randomly select grant recipients in categories one and two for inspection.

12. I have another RCO grant that is not a salmon grant. Will I have to provide documentation for that grant as well?

The backup documentation is required for salmon grants only. If you have a combination grant that includes salmon, then you must provide backup documentation for the entire grant.