

## 2017 RCD FAP Grant Invoicing and Reporting FAQs

- 1) Question: Why is it necessary to send an original and two copies of invoices?  
(Related comment: This may require additional work and cost not budgeted for.)

Answer: The DOC Accounting Unit must have a hard copy of the original invoice with a wet signature; they cannot accept electronic invoices. The DOC Contracts Unit requires one hard copy for processing and filing. The Division of Land Resource Protection (DLRP) also requires one hard copy for processing and filing in the grant folders.

- 2) Comment: The requirements of the invoice template do not match the RCD's bookkeeping, and make it necessary to create a new invoice for internal processing purposes, adding time every quarter.

Response: DLRP cannot design invoices to match the bookkeeping for each individual grantee. The invoice template was designed to fulfill the requirements of the grant agreement. The time grantees spend on preparing invoices can be reimbursed under the grant.

- 3) Question: Why is the information on the invoice summary included in two other places?

Answer: The DLRP address, grantee address, invoicing time period (required by the DOC accounting unit) and signature line are not on the other invoice pages. A large blank space is needed for the DOC processing signature stamp, where the DOC grant manager and grant supervisor must sign after the invoice has been processed. If all of the information on the invoice summary sheet was combined with the information on Invoice Detail A, there would not be enough room for the DOC processing signature stamp.

- 4) Comment: CRNs (cross reference numbers) make the invoicing process burdensome. If anything is edited (for example- adding or subtracting a receipt) then it all needs to be relabeled.

Response: CRNs on the invoices help speed up processing invoices, so that grantees can be paid faster. With large invoices that have many support documents and receipts, matching support documents to individual invoice line items is difficult and time consuming without CRNs. CRNs stand alone and are not connected to each other, so if a support document needs to be removed or changed, it does not require relabeling of the remaining support documents.

- 5) Question: Why do consultants need to sign and date invoices—why not just require their letterhead?

Answer: This requirement was reviewed in the instructions. Consultant invoices do not need to be signed by the consultant—their letterhead is fine.

- 6) Question: Why are timesheets required to be signed by both employee and supervisor?

Answer: The Department of Finance (DOF) imposed a requirement for double signature on timesheets for DOC grants.

7) Question: Why is it necessary to send timesheets with each task?

Answer: Timesheets are required to support reimbursement costs for personnel time spent on the grant. This is a requirement of all DLRP grants. Time spent on preparing invoices can be reimbursed under the grant.

8) Question: Why is it necessary to obtain the signature of an authorized representative of each funding organization for match for every invoice?

Answer: The signature of the match provider is used to verify the match for a particular invoice. It does not have to be an original signature—it can be a pdf or faxed copy of the signature. DOC does not require any other match support documentation.

9) Question: What is the purpose of the financial narrative, if it is reported on the invoice and the cover sheet?

Answer: This is a requirement of Division 9. The narrative does not need to be extensive. A few sentences will suffice.

10) Question: Why is fringe billed separately for each person?

(Related comment: Normally fringe is included in billing rates or as a percentage of staff subtotal.)

Answer: The grant allows for a maximum reimbursement of 32% for benefits. If salary and benefits are not separated, DOC grant managers would not be able to verify whether charged benefits are within the allowable reimbursement amount.

11) Question: Why are budget amendments required to be submitted by a staff member who is not being paid through the grant?

Answer: This requirement is to avoid conflict of interest, per Section 25 of the grant agreement. It is standard procedure to have someone who is not paid out of the grant request budget changes or amendments to the grant. Typically, the request is submitted by the Board President or another board member. RCD board members can sign budget or grant amendments, since they cannot be paid from the grant. Grant staff can prepare the change request or amendment, but having the board president or a board member sign off ensures that the board is aware of budget change requests or amendments under the grant. The board may provide an electronic signature for a change request letter; a wet signature is not needed. Staff members that are authorized by the board and only providing match can request budget changes as well.

12) Comment: The Progress Report Form will take considerable time to complete each quarter.

Response: The report questions were based on RCD FAP grant requirements, Division 9, and other DOC grant program requirements. The time staff spend on the reporting forms can be reimbursed under the grant.