

**Recreational Trails Program (RTP) Training
Questions & Answers
Last Updated: February 11, 2010**

Q1. Can an RTP Reimbursement Request include claims for interest charges on loans or other financial instruments?

A. NO.

Q2. Can a Reimbursement Request include claims for insurance premiums such as director's and officer's insurance, etc.?

A. NO.

Q3. What constitutes proof of payment for a Reimbursement Request?

A. Submit copies of the canceled checks or warrants (both front & back) showing that the vendor received and cashed the check. *Note:* for grants awarded prior to the summer of 2008, sponsors are being allowed to submit a copy of the front of the check only.

Q4. Can a grant sponsor pay project costs by credit card?

A. YES.

Q5. What items need to be submitted for credit card payments?

A. Submit a copy of the credit card statement. Grant sponsors may block out small portions of the statement for privacy purposes. Be sure to include the invoices that match the credit card statements. Documentation should also include sponsor's proof of payment to the credit card company.

Q6. Can the grant sponsor claim the mileage to and from the project site?

A. YES, it is an eligible expense. Proof of mileage to and from project site must be included with reimbursement documentation. This is also applicable for volunteers.

Q7. How would that work?

- A.** Grant sponsors, whether working in the backcountry or not, must keep track of travel by total mileage logged on the project instead of by fuel costs and receipts. In most cases, the “Travel and Meals Expense Voucher” can be used. The sponsor should use current State mileage rates, which take into account not only fuel costs, but also vehicle repair and maintenance. Grant sponsors must calculate mileage from their residence or designated duty station to the project site if that’s where the vehicle is kept; whichever distance is less. Sponsors may not claim mileage incurred simply “driving to work”. Please refer to *General Travel Costs Policy* for further information.

Q8. Suppose the grant sponsor did not pay a volunteer for mileage?

- A.** Then the mileage would be considered a “donation,” but if the sponsor plans to use the volunteer time and mileage to meet the required 20% match, then the volunteer is required to log their mileage. Grant sponsor must include total mileage logged to complete the project.

Q9. Can the grant sponsor claim per diem for meals?

YES, the sponsor can use the Travel and Meal Expense Voucher form for volunteers or salaried employees at current state rates.

Q10. Can the grant sponsor claim livestock expenses for horses and mules used in the backcountry?

- A.** YES, the sponsor should use and submit the new FWP Livestock Worksheet.

Q11. When modifying Part B, is it allowable for a grant sponsor to include line items mistakenly omitted from the original Part B?

- A.** YES, but only if the items were included somewhere in the body of the original grant application, and the sponsor can cite the page number and section so FWP staff can check the information easily.

Q12. How does a grant sponsor verify personal services claims?

- A.** State and federal agencies can submit payroll logs. Organizations and clubs should submit some form of payroll invoice along with copies of the canceled checks or warrants (both front & back) showing that each employee on the invoice received and cashed a check.

- Q13.** When making a claim for donated time, must the grant sponsor submit the names and addresses of each and every volunteer used in calculating the amount?
- A.** YES.
- Q14.** Are employee benefits such as workman’s compensation, unemployment insurance, health, and other fringe benefits eligible for reimbursement?
- A.** YES.
- Q15.** Can the sponsor submit fundraising activities as part of its Reimbursement Request?
- A.** NO.
- Q16.** When can a grant sponsor begin to incur project expenses?
- A.** Not until after its RTP project agreement is signed and dated by FWP.
- Q17.** How will a grant sponsor know if it has exceeded its allocation for a given line item in the Part B document?
- A.** Both grant sponsors and FWP staff will be expected to track line items in Part B. If the amount requested exceeds the sponsor’s allocation for a given line item, FWP will return the RTP Reimbursement Request with an explanation.
- Q18.** Does a grant sponsor need to solicit bids before contracting with the Montana Conservation Corps (MCC)?
- A.** Project sponsor can choose to solicit bids before contracting with MCC. MCC can be considered a contractor; in this instance the project sponsor needs to follow condition 8 (in contract agreement) for reimbursement requirements.
- Q19.** When contracting with the Montana Conservation Corps for work, what kind of information needs to be submitted with a claim?
- A.** A signed contract with the MCC must accompany the usual documentation.
- Q20.** How many times can a grant sponsor submit a Request for Reimbursement?
- A.** A grant sponsor may submit up to two times (per grant) in a 12-month period.

- Q21. How often can a grant sponsor submit an amended Part B to its application?**
- A.** FWP will only allow one modification to Part B unless adequate justification can be presented to substantiate necessary project changes and further modifications.
- Q22. Is there a minimum amount the grant sponsor can request?**
- A.** Each Request for Reimbursement must be for \$500 or more, unless it is the last and final payment.
- Q23. What are the seasonal deadlines for submitting a Request for Reimbursement?**
- A.** There are no submission deadlines. Requests may be submitted at any time, but are subject to the rules previously discussed.
- Q24. On both the Request for Reimbursement spreadsheet and the Cover Sheet, there is a field for “Fund Contribution.” What is that?**
- A.** Fund Contribution is for non-RTP sources of money, such as CTEP, City, County, State, Club, or Association funds.
- Q25. What will happen if a grant sponsor submits a Request for Reimbursement that is incomplete or inaccurate?**
- A.** FWP will return the entire package to the grant sponsor with a cover letter explaining what is wrong.
- Q26. What kind of verification is required for claims made in the grant sponsor’s match for “Value of donated material/equipment/services?”**
- A.** Expenses must be submitted in some kind of an “invoice-style” format. The documentation sheet should include the days worked, miles driven, worked accomplished, etc., and should be identified as “donated.” Be sure to include the value of the service or material, and be sure to sign the page.
- Q27. What will happen if a grant sponsor makes a mistake and fails to obtain bids for goods or services as outlined in Montana State Law?**
- A.** The sponsor will be required to obtain the necessary bids “after the fact,” and send those bids with its Request for Reimbursement. The sponsor must include a letter explaining why it failed to follow State Law. Future violations may result in disciplinary action.
- Q28. I would like to request funding for grant writing and other overhead costs but I don’t know if these costs are considered eligible?**
- A.** No, these costs are considered ineligible. Please reference the “Direct & Indirect Costs Guidelines” document under the Information section.