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STATE OF WASHINGTON

RECREATION AND CONSERVATION OFFICE

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February 6, 2014

Susan Madsen
Skagit Fish Enhancement Group
PO Box 2497
Mount Vernon, WA 98237

RE: 90 Day Advance Notice
Swan Lake Engineering Feasibility Assessment, RCO #11-1297

Dear Ms. Madsen,

RCO/SRFB processed an advance to your organization on November 8, 2013 with a remainder of \$20,000. Per RCO/SRFB policy, advances must be closed out within 120 calendar days from receipt of the advance.

This letter is to serve as a reminder that your advance needs to be reconciled. Advances are considered reconciled after the sponsor has submitted the A-19 Invoice Voucher and the appropriate documentation has been approved for payment by RCO. The invoice must reflect the full amount of the expenditures plus the required match based on the percentage in the project agreement. Adequate match also must be documented on the A-19 and associated back-up documents. Please provide a completed A-19 with associated match and back-up documents in our office by March 8, 2014. If this date falls on a weekend or holiday, please have all documents in by the last business day prior. *If the advance is not reconciled by this date the following sanctions will be imposed:*

1. A first noncompliance offense shall result in suspension of all advances for three months for the sponsor;
2. A second noncompliance offense shall result in suspension of all advances for six months for the sponsor;
3. A third noncompliance offense shall result in suspension of all advances for the sponsor;
4. For any offense, repayment of the advance plus a 1 % per month fine on any unaccounted for advance balance.

If a penalty is imposed, it is not an eligible reimbursable cost item for any RCO/SRFB grant. This accounting should be sent to the normal billing address used for all invoices.

The details for the advance and a copy of the original request are enclosed. If you have any questions, please contact me at 360-902-2953.

Sincerely,

A handwritten signature in cursive script, reading "Tara Galuska".

Tara Galuska
Manager, Salmon Section