



## **Grantees and Contractors: Invoicing the State Coastal Conservancy**

Prior to preparing or submitting an invoice, please consult the language of your grant agreement/contract, including the sections entitled “Conditions Precedent to Disbursement” (grant agreement only) and “Cost and Disbursements,” for directions on whether a ten percent withholding is required, when disbursement may be requested, when final disbursement may be requested, whether additional documents are required, etc. If you have questions, please call your Conservancy Project Manager or the Contracts Manager at (510) 286-1015.

*Please note: all invoicing documents must be mailed to:*

Attn: Contracts  
State Coastal Conservancy  
1515 Clay Street, 10<sup>th</sup> Floor  
Oakland, CA 94612

### **General Instructions:**

1. Invoices to the State Coastal Conservancy must be submitted using the “Request for Disbursement” form. **RFD form must be printed single-sided and signed with original signature.**
2. Do not invoice for work and/or expenses undertaken **before the “start date”** (if not otherwise specified, this is the date of the letter from the Conservancy confirming that the conditions precedent to commencement of work have been satisfied) or **after the “completion date”** of the grant agreement/contract unless special provision/arrangements exist in the grant agreement/contract language.
3. Typical grant agreements and contracts call for invoices no more frequently than monthly and no less frequently than quarterly.
4. The amounts invoiced must be consistent with the **budget** in the work plan approved by the Project Manager or included in the contract. On the first page of the Request for Disbursement form, itemize costs by tasks and budget items identified in the **budget** of the approved work plan.
5. Grantees/Contractors must provide **back-up documentation for all expenses and subcontracts** (see page 2 for more details of backup-up required).
6. Attach a **progress report** for work performed during the billing period.

1515 Clay Street, 10<sup>th</sup> Floor  
Oakland, CA 94612-2530  
510-286-1015 Fax: 510-286-0470

7. The Conservancy can pay for conferences or trainings that are included as a separate line item in the approved budget of the Work Program and clearly support successful implementation of the project. The Conservancy cannot pay for **food, drinks, or snacks**.
8. If allowed in the approved work plan, Conservancy funds may be used to pay for **travel expenses** consistent with the state's travel reimbursement information provided below. Travel expenses in excess of these rates will not be reimbursed.
  - [Personal Vehicle Mileage](#)
  - [Meals and Incidentals](#)
  - [Overnight Lodging](#)
9. Generally, Conservancy funds may not be used to purchase **equipment**, such as furniture, computers, phones, etc. If a piece of equipment is directly related to carrying out a grant's purposes, it may be purchased as a grant expense. **Check with your Conservancy project manager before you purchase** any equipment to ensure that it is appropriate under the grant agreement.

#### Timing of Payment:

Once the Conservancy receives your invoice, we process the invoice within 15 business days. If there are problems with the invoice (eg. missing backup) the Conservancy will contact the grantee to resolve the issue; if the problem is not resolved within 5 days, the invoice is disputed and returned to the grantee to resubmit. Once approved, the invoice is sent to the State Controller's Office (SCO) for further processing. SCO is the agency responsible for funding disbursement.

### **Detailed instructions for completing the Request for Disbursement form:**

#### Side 1

- Fill in each space in the top section completely. Write the "**Agreement Number**" exactly as it appears on the agreement cover sheet. Your organization's name and address must exactly match the information you provide us on the Std. 204 Payee Data Record (returned with the signed agreement).
- The "Budget Task Number and Name" column should correspond to the tasks in the budget in the work plan approved by the Project Manager or to those provided in the contract.
- The "Task Budget" column should correspond to the project budget in the Work Plan approved by the Project Manager or as provided in the contract.
- The "Costs Incurred This Period" should correspond to the amount being invoiced for each task for the time period covered by the invoice.
- The "Total Cost to Date" is the total of all previous billings including "Cost of Project This Period".
- The "Remaining Balance" column refers to the "Task Budget" minus the "Total Cost to Date".

- **Deduct ten percent (10%) or five percent (5%) as withholding (see “Costs and Disbursement” section of the agreement)** from the sum of all costs of project this period and write down the net amount in the “Total Amount Requested”.
- **An original signature is required** in the “Certification of Grantee/Contractor”, preferably in blue ink. Please print or type name, title, and date. **Emailed, Faxed, or Xerox copies of the Request for Disbursement are NOT acceptable.**

## **Side 2**

**The Grand Total (Subtotals A+B+C+D) should equal Side 1 Total Cost of Project This Period.**

GRANTEE/CONTRACTOR DIRECT EXPENDITURE: This refers to direct expenditures that the Grantee/Contractor actually incurred for Materials, Equipment and Labor, excluding expenditure to subcontractors.

(A) Materials and Equipment: Items in this section refer to project implementation materials, travel costs, rental equipment, or costs of operating Grantee’s/Contractor’s own equipment (generally, State funds may not be used to purchase equipment). **Provide back-up documentation (such as receipts) for ALL expenses, including travel.** If there are small receipts, tape them to a blank piece of paper and label them. Scanned receipts are acceptable. Expenses associated with equipment owned by the grantee/contractor (such as photocopies) need to be supported by a spreadsheet or log. Travel expenses need to follow the above linked CA State approved costs. A mileage schedule is required for travel reimbursement by auto (which can be in the form of a table with the date, to/from locations, mileage driven, and a short description of the purpose). Make sure to note receipt or invoice numbers in the second column.

- (B) Labor Description: This refers to salaries, benefits, etc. of Grantee’s/Contractor’s own personnel. When invoicing for **labor costs**, include staff name, job title, hourly wage, number of hours and the total costs. Staff positions and hourly rates must match what is in the contract or work program. Pay stubs and timesheets are not required to be submitted but grantees should maintain these records for audits.
- (C) Indirect cost rate: If grantee is using an indirect cost rate, include percentage (\_\_\_\_%) rate of calculation, and total charged to this invoice.
- (D) SUB-CONTRACTOR’S EXPENDITURE (C): This refers to Grantee’s/Contractor’s payments to consultants, construction firms, etc. with which the Grantee/Contractor has entered into approved contracts for performance of work under the agreement. **Provide back-up documentation for subcontractor’s expenditures.** Subcontractor back-up documentation must include a short description of tasks performed, breakdown of labor costs, and back-up documents for any invoiced expenses. Subcontractor invoices must either be signed or on the subcontractor’s letterhead. Associated subcontractor invoice numbers should be recorded in the second column.