



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.

General Instructions:

1. Invoices to the State Coastal Conservancy must be submitted using the “Request for Disbursement” form.
2. Do not invoice for work and/or expenses undertaken **before the “start date”** (if not otherwise specified, this is the date the agreement was fully executed) 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 **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 approved work plan.
5. Grantees/Contractors must provide **back-up documentation for all expenses and subcontracts**.
6. Attach a **progress report** for work performed during the billing period.
7. The Conservancy cannot pay for any **conference, training or seminar fees, or registrations**. 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.
9. Generally, Conservancy funds may not be used to purchase **equipment**, such as furniture, computers, phones, etc. If you believe a piece of equipment is directly related to carrying out a grant’s purposes, check with your Conservancy project manager *before* you purchase the item to ensure that it is appropriate under the grant agreement/contract.

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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/contract cover sheet.
- The “Work Plan Task Number and Name” column should correspond to the tasks 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 the “Cost of Project This Period”.
- The “Remaining Balance” column refers to the “Task Budget” minus the “Total Cost to Date” column.
- Deduct ten percent (10%) as withholding (if applicable) 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) should equal the “Total Cost of Project This Period” on Side 1.

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

- Materials and Equipment (A): 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. 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 attached travel reimbursement information.
- Labor (B): This refers to salaries, benefits, etc. of Grantee’s/Contractor’s own personnel. When invoicing for **labor costs**, include staff position, hourly wage, number of hours and the total costs. Staff positions and hourly rates must match what is in the contract or work program.

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.