



## 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 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 email your Conservancy Project Manager.

### The Conservancy processes all invoices electronically.

1. Prepare a **single** PDF file with:
  - o The [Request For Disbursement \(RFD\)](#) form.
  - o Backup documentation
  - o [Progress report](#)All combined into one file, in that order.
2. Email the PDF of the combined documents from Step 1 (RFD, Progress report, Backup documentation) to [invoices@scc.ca.gov](mailto:invoices@scc.ca.gov). In your email, **please include your project name and your Conservancy Project Manager’s name**. Please also CC your Project Manager as well as the person from your organization who will be signing the invoice.
3. Invoices will be signed using DocuSign. The approved invoice will be sent back to you by your Project Manager via DocuSign requesting a digital signature. You do not need any software to sign, just internet connection. It is very simple. Please keep an eye out for that email and respond quickly.
4. Please also mail a paper copy of your entire invoice with all back-up documentation and the progress report, to:  
Contracts  
State Coastal Conservancy  
1515 Clay St., Suite 1000  
Oakland, CA 94612  
Do not send with UPS or any service that requires signature for delivery, this copy is for our long-term archive.

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

## Tips for successful invoicing:

1. 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.
2. Typical grant agreements and contracts call for invoices no more frequently than monthly and no less frequently than quarterly.
3. 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.
4. Grantees/Contractors must provide **back-up documentation for all expenses and subcontracts** (see page 2 for more details of backup-up required).
5. Include a **progress report**. You may use the Conservancy’s progress report form, available on our web site, or your own document. Either way, the progress report should be added to the single pdf of the invoice. Please describe both the current status of the project and the work performed on each work program task during the billing period.
6. 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**.
7. 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](#)
8. 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 10 business days. If there are problems with the invoice (missing backup, progress report, etc.) the Conservancy will automatically email it back to the grantee to resolve the issue and resubmit. 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:

### Page 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 “Costs Incurred This Period”.
- The “Remaining Balance” column will auto-calculate 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 total costs incurred this period. Enter the amount as a negative number using the minus sign so that it will subtract rather than add to the total.
- If requesting release of previous withheld funds because this is the final invoice or completion of work consistent with the “Costs and Disbursement” section of your agreement allows withheld funds to be released, enter amount in “Release of Withholding” box. Check “Final Invoice” box if applicable.

### Page 2

**The Grand Total (Subtotals A+B+C+D) should equal Page 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 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: 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.