

3) Getting Paid (“RFD” form)

For most grants, you should bill us at least quarterly, and no more frequently than monthly.

To get paid, you must bill the Conservancy using our [Request for Disbursement Form](#) (also available in [Excel format](#)). Detailed [Request for Disbursement Form Instructions](#) explain how to complete the RFD form, backup documentation requirements, and how to submit your invoice package. If your approved grant budget includes project-related travel costs, the [Travel Reimbursement Guidance](#) details specific rules and rates for billing those expenses.

Please note that an invoice billing period must be within the same Conservancy fiscal year, which runs from July 1st to June 30th of the following year. Grantees should submit invoices covering work up to June 30. A new invoice will be required for work performed on and after July 1.

Be aware that for most of our grants, we will withhold the last 5% or \$100,000 (whichever is less) of your grant and will pay you that money at the end of the project when you have completed all of the grant close-out steps (See Chapter 6. Project Completion). This 5% is referred to as the “Withholding”.

1. Prepare a **single PDF** file with:
 - The [Request For Disbursement \(RFD\)](#) The RFD form is also [available as a downloadable spreadsheet](#) here. Either version is fine to use, but please do not modify the format. (See [RFD instructions](#) for more information.)
 - Backup documentation
 - [Progress Report \(Word download\)](#)
 - [Explore the Coast Progress Report \(Word download\)](#)All combined into one file, in that order.
2. Email the invoice PDF from Step 1 to invoice@scc.ca.gov and cc your Conservancy Project Manager. Please include the following information in your email: **the project name, your Conservancy Project Manager’s name, and the name and email address of the person who will sign the invoice in DocuSign.**
3. We are signing invoices using DocuSign. The approved invoice will be routed in DocuSign by your Conservancy Project Manager for digital signature. Please keep an eye out for that email and respond quickly. You do not need to download any software to be able to sign via DocuSign. It typically takes at least three weeks after we approve your invoice for the State Controller to pay you.

An [invoice tracking spreadsheet](#) that shows each of your submitted invoices can be a helpful internal project management tool over the lifetime of your grant.

ADVANCE PAYMENTS

Grantees that have been approved to use the Conservancy's receive Advanced Payment Program of Conservancy funds must adhere to the [Advance Payment Program Guidelines](#). After receiving payments, grantees must document use of those funds at least quarterly. Prior to submitting the [Documentation of Advanced Funds \(DAF\) form](#) (also available as an [Excel download](#)), please consult the language of the guidelines (linked above) and your grant agreement in the section "Cost and Disbursements" for directions on allowed costs. If you have questions, please email your Conservancy Project Manager.

Information on how to document Advance Payments can be found in the [Documenting Advance Payments Instructions](#).

