



Grantees: Documenting Use of Advanced Funds

Grantees that receive advanced payment of Conservancy funds must document use of those funds at least quarterly. Prior to submitting the **Documentation of Advanced Funds** (DAF) form, please consult the language of your grant agreement in the section “Cost and Disbursements” for directions on allowed costs. If you have questions, please email your Conservancy Project Manager.

Please note: DAF forms and supporting documentation must be emailed to invoices@scc.ca.gov AND mailed to:

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

General Instructions:

1. To document the use of advanced funds, grantees must submit to the State Coastal Conservancy a DAF form and supporting documentation.
2. Advanced funds cannot be used 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 unless special provision/arrangements exist in the grant agreement.
3. A DAF form and supporting documentation must be submitted no more frequently than monthly and no less frequently than quarterly.
4. The use of funds documented in the DAF must be consistent with the **budget** in the work plan approved by the Project Manager. On the first page of the DAF form, list costs by task identified in the **budget** of the approved work plan.
5. Grantees must provide **back-up documentation for all expenses and subcontracts** (see page 2 for more details of backup-up required).

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Oakland, CA 94612-2530
510-286-1015 Fax: 510-286-0470

6. Grantee must provide a **progress report** for work performed during the period of documented expenses.
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 can pay for **food, drinks, or snacks** in only limited circumstances. These costs must be included in the budget of the approved Work Program.
8. If allowed in the approved work program, 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. Please see our [Travel Reimbursement Rates](#) guidelines for more information.
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.

Detailed instructions for completing the Documentation of Advanced Funds 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).
- List each advanced payment that your organization has received on the grant. This should include the **invoice number** for each Request for Disbursement that you submitted and the **amount** of the advance. The spreadsheet will automatically calculate the total amount of funds advanced to date.
- The "Work Plan Task Number and Name" column should correspond to the tasks in the budget in the work plan approved by the Project Manager.
- 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 documented for each task for the time period covered by the DAF.
- The "Total Cost to Date" is the total of all previous DAF forms including "Cost of Project This Period".
- The "Remaining Balance" column refers to the "Task Budget" minus the "Total Cost to Date". It is automatically calculated by the spreadsheet.
- Complete the "Certification of Grantee" section. Electronic signatures can be used. The DAF form should be submitted in both hard copy and by email to invoices@scc.ca.gov.

Side 2

The Grand Total (Subtotals A1, A2, A3, and B) should equal Page 1 Total Costs Incurred This Period.

- A. GRANTEE/CONTRACTOR DIRECT EXPENDITURE: This refers to direct expenditures that the Grantee/Contractor actually incurred including Materials, Equipment, Travel, Labor, and Subcontractors.
1. Direct Costs: Materials, Equipment, Travel, Etc.: Items in this section refer to project implementation materials, travel costs, rental equipment, or costs of operating Grantee's/Contractor's own 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). Note vendor name on receipt and/or invoice numbers in the second column. If you need more lines than provided on the form list them on a separate sheet and put the subtotal of that sheet onto one of the lines provided.
 2. Labor Description: This refers to salaries, benefits, etc. of Grantee's/Contractor's own personnel. When documenting **labor costs**, include job title, hourly rate, number of hours worked and the total costs. Pay stubs and timesheets are not required to be submitted but grantees should maintain these records for audits.
 3. 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 contracts for performance of work under the agreement. Your Conservancy Project Manager must review and approve the qualifications of any subcontractor proposed for use under the grant or contract. See your agreement for more details. **Provide invoices from subcontractors as 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. If you need more lines than provided on the form list them on a separate sheet and put the subtotal of that sheet onto one of the lines provided.
- B. INDIRECT COSTS: Enter the indirect cost rate used as a percentage (_____%) and then enter the amount of indirect costs charged to this invoice. The indirect cost rate should match the rate in the approved work program. See our budget guidelines document for [nonprofit organizations](#) or [agencies and universities](#) for more information on indirect costs.