



## **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.

**The Conservancy processes all invoices electronically.**

**1. Prepare a single PDF file with:**

- The [Request For Disbursement \(RFD\)](#) form.
- Backup documentation
- [Progress Report](#)
- or
- [Explore the Coast Progress Report](#)

All combined into one file, in that order.

- 2. Email the invoice PDF from Step 1 to [invoice@scc.ca.gov](mailto: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. Invoices will be signed using DocuSign.** The approved invoice will be sent by your Project Manager via DocuSign requesting a digital signature. You do not need any software to sign, just internet connection. Please keep an eye out for that email and respond quickly.

**If you have questions, please email your Conservancy Project Manager.**

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### 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. The billing period must be within a single fiscal year. The fiscal year begins July 1 and ends the following June 30.
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 template, available on our web site, or your own document to provide the requested information. Please describe both the current status of the project and the work performed on each work program task during the billing period. The progress report should be included in the combined pdf of the invoice.
6. If your approved work program budget includes project-related travel costs, the [Travel Reimbursement Guidance](#) details specific rules and rates for billing those expenses.

### 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 which typically takes 2-4 weeks, but can sometimes take longer. SCO is the agency responsible for funding disbursement and will administer the payment by check in the mail to the grantee’s address (wire transfers are not possible).

### 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 “Work Program Task Number and Name” column should correspond to the tasks in the work program 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 Program 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 is the “Task Budget” minus the “Total Cost to Date”. The excel version of the RFD form will auto-calculate this amount.
- The totals for each column will auto-calculate in the excel and pdf versions.
- **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 previously 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 Costs Incurred This Period.**

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

- 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.
- Labor Description:** This refers to salaries, benefits, etc. of Grantee’s/Contractor’s own personnel. When invoicing for **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.
- Indirect cost rate:** If grantee is using an indirect cost rate, include percentage (\_\_\_\_\_) % rate of calculation, and total charged to this invoice.
- 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 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.