



GRANTEE'S GUIDE TO INVOICING

Wildlife Conservation Board



BEFORE SUBMITTING A DISBURSEMENT REQUEST



Review your Grant Agreement

Eligible costs are:

- Incurred between the Notice to Proceed date and the project end date, consistent with page i of your Grant Agreement
- Compliant with conditions listed in section 3 of your Grant Agreement and the Solicitation Notice under which your project was awarded
- In line with the Budget (Exhibit B) and the Work Plan (Exhibit C)

GRANTEE: Grantee Name
Grantee Address
Attn.: First Last
Phone: (XXX) XXX-XXXX
E-mail: first.last@grantee.org

GRANTOR: Wildlife Conservation Board
P.O. Box 944209
Sacramento, California 94244-2090
Attn.: First Last, State Representative
Phone: (916) XXX-XXXX
E-mail: first.last@wildlife.ca.gov

Grant Agreement No.: WC-XXXXFL

Board Approval Date: Month X, XXXX

Projected Completion Date: Month X, XXXX

Terms of Agreement:

Capital Improvements: Notice to Proceed Date (_____) through Month
X, XXXX

Management: Completion of Capital Improvements to Month X, XXXX

Project Life: Twenty-five years

Project Term

Costs will not be reimbursed outside of the project term, which is listed within your Grant Agreement on page 1 (shown here).

3. CONDITIONS OF GRANT

Grantor's obligation to disburse Grant Funds under this Agreement is conditioned upon and subject to the satisfactory completion of all of the following conditions:

- 3.1 Grantor shall have reviewed and approved all documents pertaining to the Project, including, without limitation, feasibility and planning studies, designs, plans, budgets, cost estimates, timelines, and agreements. Such review and approval by Grantor will be for compliance with this Agreement as well as funding and other requirements applicable to Grantor and shall not be unreasonably withheld.
- 3.2 Grantor shall have reviewed and approved a certified resolution or other appropriate action of the governing board or governing body of Grantee, authorizing the execution and performance of this Agreement and the carrying out of the Project by Grantee.
- 3.3 Grantee shall have disclosed all funding sources for the Project, including all amounts applied for or obtained from sources other than Grantor. These amounts shall be reflected in the attached Exhibit B – BUDGET (Budget) by Budget category. As between Grantor and Grantee, Grantee shall be responsible for any and all Project costs that exceed the amount of the Grant Funds provided under this Agreement.
- 3.4 The grant proposal shall have been approved by the Wildlife Conservation Board at a public meeting, this Agreement shall have been fully executed by Grantor and Grantee, and Grantee shall have received a written "Notice to Proceed" from Grantor. The approval of the grant proposal by the Wildlife Conservation Board, if such approval is given, shall not constitute authorization for the commencement of the Project or expenditure of Grant Funds. No expenditure made or activity initiated prior to Grantee's receipt of a written Notice to Proceed from Grantor will be eligible for reimbursement by Grantor.

Conditions of Grant

(This is an excerpt from a typical Grant Agreement. Check your executed Grant Agreement for any updates to the language shown here)

SUBMITTING A DISBURSEMENT REQUEST



DISBURSEMENT REQUEST TEMPLATE						
Name	Pawnee Resource Conservation District					
Address	19 JJ's Waffles Lane, Pawnee, CA 95962					
Phone	(916) 123-7654					
Contact Person	Leslie Knope				Invoice Date:	7/20/2019
				Invoice No:	1	
Project Name:	Pawnee Meadow Restoration Planning					
Agreement Number:	WC-0000CT					
WCB Project ID Number:	2019000					
Term of Project:	March 3, 2019 - November 30, 2025					
Invoice Period Covered:	March 3, 2019 - June 30, 2019					
Amendments:	None					
WCB Project Manager:	Chris Traeger					
						Remaining Balance of WCB allocation available for expenditure on this task
PROJECT TASK	TOTAL COST	COST SHARE, CUMULATIVE**	WCB ALLOCATION	WCB PRIOR INVOICED AMOUNT	CURRENT WCB INVOICE	Remaining Balance of WCB allocation available for expenditure on this task
Describe in a separate row each project task in the Budget approved by the WCB. Must be identical to those shown in the approved budget unless amended.	Show the total cost for each task. Must be identical to those shown in the approved budget unless amended.	Enter the total dollars of all non-WCB invoices. This column should increase progressively with successive invoices.	Show the total WCB allocated costs for each task. Must be identical to those shown in the approved budget unless amended.	Sum all invoices already submitted to the WCB for payment on this task (includes amounts retained by WCB).	Amount of current invoice applied to this task.	Remaining Balance of WCB allocation available for expenditure on this task.
Task 1 Project Management	\$ 65,000.00	\$ 500.00	\$ 35,000.00	\$ -	\$ 600.00	\$ 34,400.00
Task 2 Technical Study and Analy	\$ 250,000.00	\$ 750.00	\$ 175,000.00	\$ -	\$ 550.00	\$ 174,450.00
Task 3 Outreach	\$ 10,500.00	\$ -	\$ 4,000.00	\$ -	\$ -	\$ 4,000.00
TOTAL	\$ 325,500.00	\$ 1,250.00	\$ 214,000.00	\$ -	\$ 1,150.00	\$ 212,850.00
Total Current Invoice:					\$ 1,150.00	
Less Retention*:					\$ 115.00	
TOTAL PAYMENT DUE:					\$ 1,035.00	
				Approved for Payment		
CURRENT RETENTION		\$ 115.00				
PREVIOUS RETENTION:		\$ -		By: _____		
TOTAL RETENTION WITHHELD TO DATE:		\$ 115.00		Printed Name _____		Date _____
*Retention: Unless otherwise approved in advance by WCB, 10% of total current invoice will be retained by WCB until the end of the project.						
Each Invoice/Disbursement request should be accompanied by the following:						
1. A detailed statement of services for the period covered by the invoice (photos may also be included if appropriate).						
2. Supporting or back-up documentation for all charges on the invoice, including receipts for all materials and supplies, all Grantee staff time shown by number of hours worked and hourly rate, and all sub-contractor services.						
3. Clearly reconcile all supporting documents and identify them with the charges reflected in the invoice. If the attached supporting document includes a charge that will be reimbursed in part by the WCB and another funding source, clearly indicate the portion being paid by the WCB, and reconcile this amount with the invoice.						
4. **Column: Cost Share, Cumulative: this column should include the total dollars for all cost share funds and in-kind services provided per invoice period, and should accumulate progressing forward with each invoice. Please refer to EXHIBIT D - FINAL COST SHARE TEMPLATE, and contact WCB Project Manager for additional questions.						

Disbursement Request Template (Example)

- Request form must be filled out completely and accurately to be processed in a timely manner.
- Cost share column should increase cumulatively as the project progresses.
- Your WCB Project Manager will notify you if revisions are necessary.



What we need:

- [Disbursement Request Form](#) with Grantee's letterhead, correct remittance address, and signed by an authorized representative
- A written description of work completed during the invoice period, including work done by subcontractors (see example slide)
- A summary sheet itemizing the costs incurred during the invoice period (see example slide)
- Attach backup documentation to the invoice package (receipts, subcontractor invoices)
 - If costs are split between multiple sources, please indicate on the document what portion is being billed to WCB.

Invoice period: 03/01/2023 - 06/31/2023

Personnel	Rate	Qty	Total	Task
Project Manager	\$40	21	\$ 840.00	1
Bookkeeper	\$32	2.5	\$ 80.00	1
Field Technician	\$32	40	\$ 1,280.00	1
Executive Director	\$60	1.5	\$ 90.00	1
			\$ 2,290.00	
Expenses and Subcontractors				
Mileage	0.575	28	\$ 16.10	3
Very Good Building Co. - Invoice #3 04/05/2023		1	\$ 23,004.65	2
Home Depot – PPE for field work 06/21/2023		1	\$ 51.98	2
			\$ 23,072.73	
Indirect Costs 15%			\$ 3,804.41	
	Total		\$ 29,167.14	

Summary Sheet (Example)

- A summary table is helpful as a “table of contents” for the attached backup documents (subcontractor invoices, supply purchases, etc.)
- Grantee staff time and mileage may be listed here in lieu of timesheets (include position, rate and hours/ miles)
- Make sure you are using the current State Reimbursement Rate for personal vehicle mileage

What we don't need:

- We do not require backup documentation for the following items. However, Grantees must keep this documentation for their own auditable records:
 - Grantee's employee timesheets (Instead, please provide the position, hours and pay rate on the itemized summary sheet)
 - Second-level subcontractors (project partners that are not directly contracted with the grantee)
 - Documentation of Cost Share expenditures (other than updating the column on the invoice sheet)
 - Backup documentation for Indirect Costs (a.k.a. Overhead or Incidental Costs)

Pawnee Resource Conservation District

Wildlife Conservation Board
1700 9th Street, 4th floor
Sacramento, CA 95811
Attn: Chris Traeger

July 20, 2019

Pawnee Meadow Restoration Planning

Project ID: 2019000

Agreement # WC-0000CT

Progress Report, Invoice #1

Please find attached Invoice #1 for the above referenced grant agreement. During this invoice period, we began coordination with subcontractors, held a public meeting with local stakeholders, and purchased supplies needed for field data collection.

Budget Task 1: Project Management

RCD staff executed a subcontract with Pawnee Environmental Services to perform data collection and analysis for this project. Staff also performed accounting tasks and prepared the invoice and progress report. Cost share for this task includes unbilled RCD overhead costs.

Budget Task 2: Technical Study and Analysis

We purchased field supplies for staff, including gloves, transect tape, pin flags and a GPS unit. Receipts are attached to this invoice. Note that the cost of the GPS unit is partially billed to this grant.

Budget Task 3: Outreach

The RCD and project partners continued outreach efforts to the community. A public meeting was held on July 3rd and 51 members of the community were in attendance. A meeting summary will be shared with the WCB Project Manager. We also began consultations with regulatory agencies to determine what permits will be necessary for this project.

Sincerely,

Leslie Knope
Project Manager

Progress Report (Example)

Please attach a brief narrative to the invoice. Reports should describe any significant progress achieved or obstacles encountered during the invoice period, and list any notable charges included, such as equipment or permit fees.

Submitting Your Request

- Email the invoice to WCB Clerical@wildlife.ca.gov and cc your Project Manager
- Reference the Project ID and the invoice number in the subject line
- Where feasible, please send entire invoice package as one PDF to simplify our review process
- **Note:** Processing may take up to **45 days** from submittal to payment




Send

To: [Wildlife.WCB.Clerical](mailto:Wildlife.WCB.Clerical@wildlife.ca.gov)

Cc: first.last@wildlife.ca.gov

Bcc:

Subject: Project ID 2019000, Invoice# 1

 Grantee Invoice #1, WCXXXXFL.pdf
106 KB

Additional Notes / Special Cases

- Please submit grant deliverables separately to your WCB Project Manager – do not include in the invoice package to Clerical.
- If the invoice period includes two fiscal years, please notate the portion spent in each fiscal year (California's fiscal year is July 1 – June 30)
- If the project has received a budget augmentation, the original funding must be spent down before accessing the augmentation funds. These are separate pots that cannot be combined in the same invoice.

What we check for:

- ✓ Work completed within grant window
- ✓ Dates of work are consistent with the invoice period (or, if work is from a prior invoice period, justification has been provided)
- ✓ Accuracy and consistency with workplan and budget
- ✓ Documentation matches invoice
- ✓ Remaining balance should either be positive or zero
- ✓ Description of work completed
- ✓ Evidence funding partners have been invoiced, if applicable (Cost Share column)

PROJECT CLOSE-OUT



Upon Project Completion

- Submit your final invoice (for reimbursable work through the end of the grant period) no later than **30 days** after the Projected Completion Date
 - Include the Final Cost Share Accounting Form
- After WCB Project Manager approves the grant deliverables and Final Report, Grantee may request the remainder of the retained grant funds

FINAL COST SHARE ACCOUNTING FORM						
Name	Pawnee Resource Conservation District					
Address	19 JJ's Waffles Lane, Pawnee, CA 95962					
Phone	(916) 123-7654					
Contact Person	Leslie Knope					
Project Name:	Pawnee Meadow Restoration Planning					
Agreement Number:	WC-0000CT					
Term of Project:	March 3, 2019 - November 30, 2025					
Amendments:	None					
WCB Project Manager:	Chris Traeger					
PROJECT TASK	TOTAL COST	WCB ALLOCATION	COST SHARE SOURCE	COST SHARE SOURCE	COST SHARE SOURCE	TOTAL COST SHARE**
Column contents should be identical to Grant, Exhibit B	Column will be identical to Grant, Exhibit B	Column will be identical to Grant, Exhibit B	Swanson's Foundation	Ann & Perkins Ltd.	Larry, Gary, Jerry at :Law	Total of all non-WCB charges to this task. This includes invoices or charges for the task item, attributed to another funding source/ partner.
Task 1	\$ 65,000.00	\$ 35,000.00	\$ 18,000.00	\$ 12,000.00	\$ -	\$ 30,000.00
Task 2	\$ 250,000.00	\$ 175,000.00	\$ 44,600.00	\$ 22,400.00	\$ 8,000.00	\$ 75,000.00
Task 3	\$ 10,500.00	\$ 4,000.00	\$ 5,000.00	\$ 1,500.00	\$ -	\$ 6,500.00
TOTAL	\$ 325,500.00	\$ 214,000.00	\$ 67,600.00	\$ 35,900.00	\$ 8,000.00	\$ 111,500.00
NOTES						
1. ** This column will be the same as WCB Disbursement Template, "Cost Share, Cumulative", and should be identical to cost share presented in Grant Exhibit B.						
2. Cost share backup documents to include: invoices, timesheets, or time estimates with justification. Grantee will keep backup documents for audit-ready files (backup documents will not be provided to WCB).						
3. This EXHIBIT D - FINAL COST SHARE ACCOUNTING FORM should be included with the final invoice when work is completed, in advance of retention release invoice.						
4. If Project has numerous partners with small cost share items, these may be consolidated into one column. Please discuss with WCB Project Manager.						

Final Cost Share Accounting Form (Example)

This sheet is only due upon grant closing



THE END



For further assistance with the invoicing process, please contact your WCB Project Manager.