



California
**WILDLIFE
CONSERVATION
BOARD**

GRANTEE'S GUIDE TO INVOICING

Updated 01/13/2025

PRIOR TO SUBMITTING AN INVOICE



Review your Grant Agreement

Eligible costs are:

- Incurred between the Notice to Proceed date and Project Completion date
- Compliant with conditions listed in Grant Agreement and WCB's General Guidelines
- In line with the Budget (Exhibit B) and Work Plan (Exhibit C)



GAVIN NEWSOM, Governor
NATURAL RESOURCES AGENCY
DEPARTMENT OF FISH AND WILDLIFE
WILDLIFE CONSERVATION BOARD
Mailing Address: P.O. Box 944209
Sacramento, California 94244-2090
www.wcb.ca.gov
(916) 445-8448

Date: 12/20/2024

Name
Title
Business
Email Address

PROJECT NAME
NAME OF COUNTY
GRANT AGREEMENT NO. WC-XXXXXX
PROJECT ID: XXXXXXX

Grant Agreement No.: WC-#####

Board Approval Date: November 21, 2024

Project Completion Date: No later than March 30, 2027

Long term Management Period: 25 years

Project ID: 2024###

Costs incurred outside of the Project Term will not be reimbursed.

Project Start Date is the date of the Notice to Proceed letter.

Project Completion Date can be found on page 2 of the grant agreement.



SUBMITTING AN INVOICE



What we need:

- Disbursement Request form
 - Header must include your organization's mailing address, for delivery of reimbursement checks
 - Must be signed by an authorized representative of your organization
- A written description of work completed during the invoice period
 - [Quarterly Report template](#)
- A summary sheet itemizing the costs incurred (see example)
- Backup documents (e.g., receipts for materials purchases, subcontractor invoices)
 - If costs are split between multiple sources, please clearly indicate on the document what portion is being billed to WCB.

DISBURSEMENT REQUEST TEMPLATE

Please remit to:	(Grantee name, address, phone number, point of contact).			Invoice Date:	
				Invoice No:	
Project Name:					
WCB Project ID Number:					
Agreement Number:					
Term of Project:	Beginning and end dates				
Invoice Period Covered:	Beginning and end dates				
Amendments:	If applicable (include date)				
WCB Project Manager:					

PROJECT TASK	TOTAL COST	WCB ALLOCATION	WCB PRIOR INVOICED AMOUNT	CURRENT WCB INVOICE	Remaining Balance of WCB allocation available for expenditure on this task
<i>Should mirror information in Grant, Exhibit B.</i>	<i>Should mirror information in Grant, Exhibit B.</i>	<i>Should mirror information in Grant, Exhibit B.</i>	<i>Sum of invoices previously submitted to WCB for payment.</i>	<i>Current invoice amount.</i>	<i>WCB allocation less prior and current invoice amounts.</i>
Task 1					
Task 2					
Task 3					
...					
TOTAL:					

Retention: Unless otherwise approved in advance by WCB, 10% of total current invoice will be retained by WCB until the end of the project.

CURRENT RETENTION:	\$	Total Current Invoice:	\$
PREVIOUS RETENTION:	\$	Less Retention:	\$
TOTAL RETENTION WITHHELD TO DATE:	\$	TOTAL PAYMENT DUE:	\$

Total Cost Share Commitment	Current Cost Share	Cumulative Cost Share
<i>Should mirror information in Grant, Exhibit B.</i>	<i>New cost share expended this period</i>	<i>Total cost share contribution to date</i>

Grantee Certification: I hereby certify that the above costs were incurred in the performance of work required under the Agreement and are consistent with the amounts evidenced by supporting documents.

(Printed Name) (Signature) (Date)

Disbursement Request Template



Item	Rate	Qty	Total	Task
Personnel				
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
Expenses				
Mileage (January and February)	.67	28	\$18.76	1
Stillwater Sciences - Invoice #3 03/30/2025			\$1,560.72	2
Edwards Construction Inc. - Invoice #1 02/28/2025			\$20,400.00	3
Edwards Construction Inc. – Invoice #2 03/31/2025			\$45,780.29	3
Grainger- receipt for field supplies 02/21/2025			\$52.30	2
Subtotal			\$70,102.07	
Indirect 15%			\$10,515.31	
Total*			\$80,617.38	

*WCB may retain 10% of each payment until Project completion

Itemized Summary Sheet – Example



What we don't need:

- We do not require documentation for the following items. However, Grantees must keep this documentation for their own auditable records:
 - Grantee staff's timesheets (Instead, please provide the position, hours and pay rate on the itemized summary sheet)
 - Indirect Cost expenditures (a.k.a. organizational overhead costs)
 - Cost Share expenditures (Instead, simply update the "cumulative cost share" section on the Disbursement Request Form)
 - Grantee's subcontractor backup documents (e.g., receipts, timesheets, travel logs)

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)
- For Projects that have received a Budget Augmentation:
 - The original budget and augmentation budget have different Project IDs and cannot be billed on the same invoice.

Submittal



- Send invoice to WCBCLerical@wildlife.ca.gov and cc the WCB Project Manager
- Reference the Project ID and the invoice number in the subject line
- Where feasible, please send entire invoice package as one PDF for efficient processing
- **Note:** Processing may take up to **45 days** from submittal to payment being received in the mail

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
- ✓ Current cost share and cumulative cost share reported on invoice

FINAL INVOICE



Upon Project Completion

- Submit your final Invoice no later than **30 days** after the Project Completion Date
- Your Project Manager will work with you to ensure all required items have been submitted:
 - Final Cost Share Accounting Form
 - Final Project Report
 - All grant deliverables
- After Project Manager approves the Project as complete, you may submit the final request for retained funds.

FINAL COST SHARE ACCOUNTING FORM							
Letterhead (include Name, address, telephone, contact person name)							
Project Name:	Name on Grant Document						
Agreement Number:	WCB Grant Agreement No.						
Term of Project:	Beginning and End dates						
Amendments:	describe if any, along with date						
WCB Project Manager:							
PROJECT TASK	TOTAL COST	WCB ALLOCATION	COST SHARE SOURCE	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	Cost Share Source #1, Name	Cost Share Source #2, Name	Cost Share Source #3, Name	Insert additional columns as needed.	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							
Task 2							
Task 3							
Task 4							
Task 5							
...							
...							
TOTAL	Sum of all items	Sum of all items	Sum of all items	Sum of all items	Sum of all items		Sum of all items
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 Template



The End



Please contact
your Project
Manager with
questions
regarding the
invoicing
process.