PRIOR TO SUBMITTING PAYMENT REQUESTS
Review your Grant Agreement

Eligible costs are:

• Incurred between the Notice to Proceed date and the project end date, consistent with page 1 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)
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.
SUBMITTING YOUR REQUEST
What we need:

• **Disbursement Request Form** containing Grantee’s current 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 grants, please indicate on the document
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.
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 (include position, rate and hours/ miles).

### Summary Sheet (Example)

**Invoice Period:** 03/01/2019 - 06/30/2019

<table>
<thead>
<tr>
<th>Personnel</th>
<th>Rate</th>
<th>Qty</th>
<th>Total</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Manager</td>
<td>40</td>
<td>21</td>
<td>$840.00</td>
<td>1</td>
</tr>
<tr>
<td>Bookkeeper</td>
<td>32</td>
<td>2.5</td>
<td>$80.00</td>
<td>1</td>
</tr>
<tr>
<td>Field Technician</td>
<td>32</td>
<td>40</td>
<td>$1,280.00</td>
<td>1</td>
</tr>
<tr>
<td>Executive Director</td>
<td>60</td>
<td>1.5</td>
<td>$90.00</td>
<td>1</td>
</tr>
</tbody>
</table>

**Total:** $2,290.00

<table>
<thead>
<tr>
<th>Expenses</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Mileage</td>
<td>0.575</td>
<td>28</td>
</tr>
<tr>
<td>Amazon Order - Field Supplies 06/21/2019</td>
<td>1</td>
<td>$51.98</td>
</tr>
</tbody>
</table>

**Total:** $68.08

<table>
<thead>
<tr>
<th>Indirect 20% on eligible expenses</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>$471.62</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Subcontractors</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Very Good Building Co. - Invoice #3 04/05/2019</td>
<td>1</td>
</tr>
</tbody>
</table>

**Total:** $25,834.35

*please ensure you are using the current IRS mileage rate
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.

If any receipts or services are dated outside the billing period, provide a brief explanation.

Sincerely,

First Last
Grantee Project Manager
What we don’t need:

- Grantee staff time does not require backup documentation such as timesheets. Please provide this information on the itemized summary sheet.

- We do not require:
  - Second level backup documentation (e.g. subcontractor backup documents)
  - 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)
  - Grantees must **always** keep the documentation listed above for their own auditable records
Request Submission

- Email the invoice to WCBClerical@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
What we check for:

✓ Work completed within term of project
✓ 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)
FINAL INVOICE
Upon Project Completion

• Submit your final request for disbursement, including a separate request for retained funds, no later than **30 days** after the Project Completion Date

• Include the Final Cost Share Accounting Form

• Your Project Manager will review your Final WCB Project Report and work with you to ensure all grant deliverables have been submitted

• Deliverables and Final Report must be approved before retained funds can be released
This sheet is only due upon grant closing.
Retention will be paid upon WCB’s determination that the project has been completed satisfactorily.
# Final Cost Share Accounting Form (Example)

This sheet is only due upon grant closing.

## Final Cost Share Accounting Form

### Name
Grantee Name

### Address
Grantee Address

### Phone:
(XXX) XXX-XXXX

### Contact Person:
First Last

### Project Name:
Meadow Restoration Planning

### Agreement Number:
WCXXXFL

### Term of Project:
Notice To Proceed Date - End Date

### Amendments:
If applicable (include date)

### WCB Project Manager:
First Last

<table>
<thead>
<tr>
<th>PROJECT TASK</th>
<th>TOTAL COST</th>
<th>WCB ALLOCATION</th>
<th>COST SHARE SOURCE</th>
<th>COST SHARE SOURCE</th>
<th>TOTAL COST SHARE**</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Management</td>
<td>$65,000.00</td>
<td>$35,000.00</td>
<td>$30,000.00</td>
<td>-</td>
<td>$30,000.00</td>
</tr>
<tr>
<td>Technical Study and Analysis</td>
<td>$250,000.00</td>
<td>$175,000.00</td>
<td>$5,000.00</td>
<td>$70,000.00</td>
<td>$75,000.00</td>
</tr>
<tr>
<td>Outreach</td>
<td>$10,500.00</td>
<td>$4,000.00</td>
<td>$6,500.00</td>
<td>-</td>
<td>$6,500.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$325,500.00</strong></td>
<td><strong>$214,000.00</strong></td>
<td><strong>$41,500.00</strong></td>
<td><strong>$70,000.00</strong></td>
<td><strong>$111,500.00</strong></td>
</tr>
</tbody>
</table>

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