

Guidance on FY13-14 LCP Grant Invoicing Requirements

Prior to preparing or submitting an invoice, please consult the language of your grant agreement, including the sections entitled Budget Detail and Payment Provisions. If you have questions, please email or call Kelsey Ducklow for North Coast, North Central Coast and Central Coast grants at Kelsey.Ducklow@coastal.ca.gov (415-904-2335) and Carey Batha for South Central Coast, South Coast and San Diego grants at Carey.Batha@coastal.ca.gov (415-904-5268).

General Instructions:

1. Invoices to the California Coastal Commission must be submitted using the “LCP Grant Request for Funds form” (RFF form).
2. As your contract indicates, RFF forms must be submitted “in arrears” i.e. **for work already completed or expenses already incurred.**
3. Do not submit a RFF form for work and/or expenses undertaken **before the “start date”** (if not otherwise specified, this is the date the agreement was fully executed) or **after the “completion date”** of the grant agreement/contract unless special provision/arrangements exist in the grant agreement/contract language.
4. Submit each RFF form, in triplicate, no more frequently than monthly but no less frequently than quarterly (assuming activity occurred within that quarter).
5. The amounts invoiced must be consistent with the **Scope of Work** included in the contract. On the first page of the Request for Funds form, itemize costs by tasks and budget items identified in the approved Scope of Work, in the same or greater level of detail as indicated in the approved Budget included in the contract.
6. Grantees must provide **back-up documentation for all expenses and subcontracts, including all receipts or bills for items purchased or rented.**
7. Attach a **progress report** for work performed during the billing period. The progress report should summarize the work that was completed during the invoice period and the current status of the work for which disbursement is sought, including work by any subcontractor, and comparing it to the status required by the Scope of Work (budget, timeline, tasks, etc.).
8. The Commission cannot pay for any **conference, training or seminar fees, registrations, the cost of purchasing insurance, or items that will be sold.** The Commission cannot pay for **food, drinks, snacks, or prizes** (with the exception of meals during travel as outlined below).

9. If allowed in the approved Scope of Work, Commission 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.
10. Generally, Commission funds may not be used to purchase **equipment**, such as furniture, computers, phones, etc. If you believe a piece of equipment is directly related to carrying out a grant's purposes, check with the grant manager *before* you purchase the item to ensure that it is appropriate under the grant agreement/contract.
11. Online purchases should be documented with packing slips summarizing total charges rather than screen printouts whenever possible.
12. RFF forms should be sent to your Contract Coordinator, Carey Batha or Kelsey Ducklow, who will review, approve and forward them to the Coastal Commission accounting division. Payment typically takes 45 days.

Detailed Instructions for Completing the Request for Funds Form:

Side 1

- Fill in each space in the top section completely. Write the "**Agreement Number**" exactly as it appears on the agreement/contract cover sheet. Fill in the time period covered by the RFF form.
- The "**Scope of Work Task Number and Name**" column should correspond to the tasks in the Scope of Work approved by the Project Manager or to those provided in the contract.
- The "**Task Budget**" column should correspond to the project budget in the Scope of Work approved by the Project Manager or as provided in the contract.
- Fill in the Labor and Subcontractor costs incurred by Task.
- Fill in the operating costs and overhead/indirect costs.
- The "**Costs Incurred This Period**" should correspond to the amount being invoiced for each task for the time period covered by the RFF form.
- The "Total Cost To Date" is the total of all previous billings including the "Cost of Project This Period".
- The "Remaining Balance" column refers to the "Task Budget" minus the "Total Cost To Date" column.

- **An original signature is required** in the “Certification of Grantee”, preferably in blue ink. Please print or type name, title, and date (not required if printed using preprinted letterhead paper). **Emailed, Faxed, or Xerox copies of the Request for Funds form are NOT acceptable.**

Side 2

The Grand Total (Subtotals A+B+C) should equal the “Total Cost of Project This Period” on Side

1. **LABOR (A):** This refers to the expenditures that the Grantee actually incurred for Labor, excluding expenditure to subcontractors. Labor refers to salaries, benefits, etc. of Grantee’s own personnel. When invoicing for **labor costs**, include staff position, hourly wage, number of hours, and the total costs. Staff positions and hourly rates must match what is in the contract or work program.
2. **SUB-CONTRACTOR’S EXPENDITURE (B):** This refers to Grantee’s payments to consultants, construction firms, etc. with which the Grantee has entered into approved contracts for performance of work under the agreement. **Provide 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.
3. **OPERATING COSTS (Project materials, travel, overhead, etc.) (C):** Items in this section refer to project implementation materials, travel costs, rental equipment, or costs of operating Grantee’s own equipment (generally, State funds may not be used to purchase 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. 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 attached travel reimbursement information. Include any overhead and indirect costs in this section.

Travel Reimbursement Information

(Mileage Reimbursement Rate Effective 7-1-2013)

The state requires that grantees follow the same guidelines for travel as all state employees. All travel must be included in your contract budget and is restricted to *within California*. After your trip, you will need to send a claim form to the Contract Manager, using the state travel expense claim form (attached). *Remember to sign the claim form*. Receipts are required and should be attached to the travel expense claim.

1. The following rate policy is to be applied for reimbursing the travel expenses of persons under contract. The terms "contract" and/or "subcontract" have the same meaning as "grantee" and/or "subgrantee" where applicable.
 - a. Reimbursement for travel and/or per diem shall be at the rates established for nonrepresented/excluded state employees.
 - b. Short Term Travel is defined as a 24-hour period, and less than 31 consecutive days, and is at least 50 miles from the main office, headquarters or primary residence. Starting time is whenever a contract or subcontract employee leaves his or her home or headquarters. "Headquarters" is defined as the place where the contracted personnel spends the largest portion of their working time and returns to upon the completion of assignments. Headquarters may be individually established for each traveler.
 - c. Contractors on travel status for more than one 24-hour period and less than 31 consecutive days may claim a fractional part of a period of more than 24 hours. Consult the chart appearing on Page 6 of this document to determine the reimbursement allowance. All lodging reimbursement claims must be supported by a receipt*. If a contractor does not or cannot present receipts, lodging expenses will not be reimbursed.

(1) Lodging (with receipts*):

Travel Location / Area	Reimbursement Rate
Statewide (excluding the counties identified below)	\$ 90.00 plus tax
Counties of Napa, Riverside and Sacramento	\$ 95.00 plus tax
Counties of Los Angeles, Orange, Ventura, excluding city of Santa Monica	\$120.00 plus tax
Counties of Alameda, Monterey, San Diego, San Mateo, and Santa Clara	\$125.00 plus tax
County of San Francisco and City of Santa Monica	\$150.00 plus tax

*Receipts from Internet lodging reservation services such as Priceline.com which require prepayment for that service ARE NOT ACCEPTABLE LODGING RECEIPTS and are not reimbursable without a valid lodging receipt from a lodging establishment.

- (2) Meal/Supplemental Expenses: With substantiating receipts, a contractor may claim actual expenses incurred up to the following maximum reimbursement rates for each full 24-hour period of travel.

Meal / Expense	Reimbursement Rate
Breakfast	\$ 8.00
Lunch	\$ 12.00
Dinner	\$ 20.00
Incidental expenses ¹	\$ 6.00

- d. No meal or lodging expenses will be reimbursed for any period of travel that occurs within normal working hours, unless expenses are incurred at least 50 miles from headquarters.
2. For transportation expenses, the contractor must retain receipts for parking; taxi, airline, bus, or rail tickets; car rental; or any other travel receipts pertaining to each trip for attachment to an invoice as substantiation for reimbursement. Reimbursement may be requested for commercial carrier fares; private car mileage; parking fees; bridge tolls; taxi, bus, or streetcar fares; and auto rental fees when substantiated by a receipt. For auto rentals, the Commission cannot pay for the cost of adding a collision-damage waiver/loss-damage waiver (CDW/LDW).
 3. **Note on use of autos:** If a contractor uses his/her or a company car for transportation, the rate of reimbursement will be **56.5 cents** maximum per mile. If a contractor uses his/her or a company car "in lieu of" airfare, the air coach fare will be the maximum paid by the State. The contractor must provide a cost comparison upon request by the State. Gasoline and routine automobile repair expenses are not reimbursable.
 4. **Airplane travel:** use the lowest available fare.
 5. The contractor is required to furnish details surrounding each period of travel. Travel expense reimbursement detail may include, but not be limited to: purpose of travel, departure and return times, destination points, miles driven, mode of transportation, etc. Reimbursement for travel expenses may be withheld pending receipt of adequate travel documentation.

¹ *Incidentals include personal phone calls, newspapers and magazines, tips, etc.*

Per Diem Reimbursement Guide

Length of travel period	And this condition exists...	Meal allowed with receipt
Less than 24 hours	<ul style="list-style-type: none"> • Trip begins at or before 6:00 a.m. and ends at or after 9:00 a.m. • Trip ends at least one hour after the regularly scheduled work day ends or begins at or before 4:00 p.m. and ends after 7:00 p.m. <p><i>Lunch or incidentals cannot be claimed on one-day trips.</i></p>	Breakfast Dinner
24 hours or more	<p>All meals may be claimed for full 24 hour periods</p> <p><i>First Day of Trip (of more than 24 hours)</i></p> <ul style="list-style-type: none"> • Trip begins at or before 6:00 a.m..... • Trip begins at or before 11:00 a.m..... • Trip begins at or before 5:00 p.m..... 	Breakfast Lunch Dinner
More than 24 hours	<p><i>Last Day of Trip (of more than 24 hours)</i></p> <ul style="list-style-type: none"> • Trip ends at or after 8:00 a.m..... • Trip ends at or after 2:00 p.m..... • Trip ends at or after 7:00 p.m..... 	Breakfast Lunch Dinner
<p>The following meals may not be claimed for reimbursement: meals provided by the State, meals included in hotel expenses or conference fees, meals included in transportation costs such as airline tickets, or meals that are otherwise provided. Snacks and/or continental breakfasts such as rolls, juice, and coffee are not considered to be a meal.</p>		
<p>No meal expense may be claimed for reimbursement more than once in any given 24-hour period.</p>		

Changes?

Please work diligently to meet the project milestones and deadlines set out in your contract. If unforeseen circumstances necessitate any changes to your timeline or scope of work, please contact your Grant Coordinator immediately.

Contact Information

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