

## CALIFORNIA COASTAL COMMISSION

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### Guidance on LCP Grant Invoicing and Progress Reporting

The general guidelines below provide an overview of the invoicing process, as well as important reminders for the timely submittal of invoices, deliverables and progress reports. For detailed instructions on how to fill out the invoice form (also known as “RFF” or “Request For Funds”), please see the *Detailed Instructions for Completing the Request for Funds Form* section starting on page 4 of this document.

Prior to preparing or submitting an invoice and/or progress report under your LCP grant agreement, please consult the terms and conditions of your grant agreement, including the sections entitled Budget Detail and Payment Provisions (Exhibit B). If you have questions, please email or call your Grant Coordinator (contact information is included at the end of this document).

#### General Invoicing & Progress Reporting Guidelines:

1. Invoicing to the California Coastal Commission must be done through the submittal of an LCP Grant “Request for Funds” (RFF) form. Customized RFF forms are sent to each grantee following execution of the grant agreement, along with this guidance document and a customized progress reporting template.
2. As your grant agreement indicates, RFF forms must be submitted “in arrears” (*i.e.*, for work already completed or expenses already incurred).
3. Each RFF must be accompanied by a progress report that matches the duration of the work period and describe the efforts/activities being invoiced.
4. Each RFF submission should include all of the relevant and required information including, but not limited to the following: the completed RFF form; all documents detailing and supporting any City/County labor costs, travel expenses, or receipts being charged against the grant; and consultant invoices being charged against the grant in part or whole.
5. **Do not submit an RFF form for work and/or expenses undertaken before the “start date” of your grant agreement** (if not otherwise specified, this is the latter date the agreement was fully executed) or after the “completion date” of the grant agreement (this is the end date of the grant term on your grant agreement signature page).
6. Submit the RFF Form electronically using a certified electronic signature via DocuSign. Please invoice no more frequently than monthly, but no less frequently than quarterly (assuming activity occurred within that quarter). Each RFF submittal package must be accompanied by a progress report, even if it is off cycle with the typical quarterly reporting period (discussed below under #12). The following describes the process for using DocuSign. Please work with your grant coordinator if you have any questions or concerns using this process. Note that we recommend submitting a draft prior to getting signatures.

- i. Create a PDF of the final RFF and upload this document to DocuSign.
  - ii. Assign your contract signatory to e-sign and date the document and include his/her title at the bottom of Page 1 of the RFF. (Note: the RFF can only be signed by the signatory designated in your executed contract, known as the “Project Representative” in your grant agreement – see exhibit A - *Scope of Work*.)
  - iii. Copy your **Grant Coordinator** in the DocuSign tool. We will immediately receive a copy of the e-signed document once the process is completed.
  - iv. Please submit **ALL** of the supporting documentation described above by either including it in the RFF document sent to DocuSign, or by emailing it your **Grant Coordinator** on the same day the RFF is submitted via DocuSign.
7. The amounts invoiced must be consistent with the budget and for work identified in the **Scope of Work** included in the grant agreement.
  8. Grantees must provide **supporting documentation** for all labor and consultant expenses, including all receipts or bills for items purchased or rented.
  9. RFFs that contain errors or inconsistencies (e.g., miscalculations, incompletions, billing tasks where final deliverables have not been submitted) may be considered “Disputed” and may not be processed until they are corrected.
    - a. If an RFF is formally “Disputed”, you will receive an Invoice Dispute Form and direction from your LCP Grant Coordinator on how to remedy the dispute.
    - b. To reduce delays and potential invoice disputes, we recommend emailing your draft RFF to your LCP Grant Coordinator before it is signed, though this is not required. This will allow for review of the draft RFF for any potential errors before the official copies are submitted.
    - c. If RFF documents are submitted that need minor revisions (such as corrections to dates or miscalculations that can be easily addressed) the LCP Grant Team may be able to correct the RFF in order to avoid resubmittal, though this is not guaranteed.

***NOTE: It is highly recommended that you submit a Draft RFF and all supporting documentation to your Grant Coordinator for review prior to submitting the final (DocuSigned) RFF for Commission approval, so any problems or issues with the RFF or supporting documents can be identified prior to the final, signed copies being submitted.***

10. When calculating costs and balances on your RFF, please remember to use finite numbers to **2 decimals** in all cells so that an accurate account of costs and balances can be made by both parties to the grant agreement.
11. Attach your **progress report** for work performed during the billing period. Customized Progress Reporting templates are sent to each grantee following execution of the grant agreement, along with this guidance document and customized RFF form. The progress report template will include the grant-specific tasks as shown in the grant agreement. The progress report should summarize the work that was completed during the billing period and provide the current status of the work for which reimbursement is sought. Progress

reports should accompany each RFF submittal and must be submitted at least every quarter. **Please note that progress reports must be submitted on a quarterly basis even if an RFF is not being submitted.**

12. The quarterly submittal schedule for RFFs and Progress Reports is as follows, though grantees may submit RFFs up to monthly. Your RFF/PR #s will vary depending on the starting dates of your grant.

Progress Report/RFF #	Reporting Period	Due Date
1	Grant Agreement Execution Date – 9/30/2022	October 21, 2022
2	10/1/2022 – 12/31/2022	January 27, 2023
3	1/1/2023 – 3/31/2023	April 21, 2023
4	4/1/2023 – 6/30/2023	July 21, 2023
5	7/1/2023 – 9/30/2023	October 20, 2023
6	10/1/2023 – 12/31/2023	January 26, 2024
7	1/1/2024 – 3/31/2024	April 26, 2024
8	4/1/2024 – 6/30/2024	July 26, 2024
9	7/1/2024 – 9/30/2024	October 25, 2024
10	10/1/2024 – 12/31/2024	January 24, 2025
11	1/1/2025 – 3/31/2025	April 25, 2025
12	4/1/2025 – 6/30/2025	July 25, 2025
...	...	...

13. The Commission cannot pay for any **conference, training or seminar fees, registrations, the cost of purchasing insurance, or items that will be sold.**
14. If your grant agreement includes a budgeted amount for Labor (City or County) travel, Commission funds may be used to pay for **travel expenses** consistent with the State’s travel reimbursement information provided below and only with the submittal of a Travel Expense Claim and applicable receipts. Travel expenses in excess of these rates will not be reimbursed unless prior authorization is obtained consistent with the grant terms and conditions. For consultant travel, Commission funds may be used to pay for travel expenses consistent with the State’s travel reimbursement information provided below.

Consultant travel expenses in excess of these rates will not be reimbursed unless prior authorization is obtained, consistent with the grant terms and conditions. Consultant travel expenses may be billed to the Consultant task budget they pertain to and do not require a Travel Expense Claim.

15. 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 LCP Grant Coordinator *before* you purchase the item to ensure that it can be reimbursed under the grant agreement.
16. Online purchases should be documented with packing slips summarizing total charges rather than screen printouts whenever possible.
17. All grant **deliverables** must be sent to your Grant Coordinator (and relevant CCC District Staff working on the project) upon completion. Submittal of deliverables in electronic format is preferred, particularly if they are large in size. If you are billing any task in full (*i.e.*, zeroing out a task budget), you must send your Grant Coordinator copies of all deliverables associated with that task, as listed in your grant agreement, for review and approval. Deliverables that substantially differ from the task descriptions in your executed grant may not be accepted.
18. Draft and Final deliverables related to sea level rise (e.g., vulnerability assessments, adaptation plans, or draft sea level rise policies) will be reviewed by your Grant Coordinator in addition to your local Commission District staff. Please be sure to include your Grant Coordinator in all communication related to these items.

### **Detailed Instructions for Completing the Request for Funds Form:**

RFF templates have been prepared for each grantee consistent with executed grant agreements. Some of the following information has already been filled out, other information will need to be added and/or updated with each RFF. Information may also need to be updated following any future grant agreement amendments.

- The **Name of the Grantee** is the City or County as indicated on the signature page of your grant agreement (STD213), not the person filling out the RFF.
- The **“Agreement Number”** is that which appears on the grant agreement signature page (e.g., LCP-21-##).
- The **Invoice #** is numerical, starting with the #1. There is no need to submit a blank invoice (for \$0.00) if you're not requesting reimbursement, though a progress report is required at least quarterly even if you are not submitting an RFF during any particular quarter.
- The **Address** listed should be the address where the reimbursement check should be sent and must match the address listed in your grant agreement contact information (see Exhibit A “Scope of Work” of your grant agreement).

- The **Project Name** should match the name of the project as listed in Exhibit A of your grant agreement.
- The **Billing Period Covered** should reflect the dates that work was completed. This is the time period in which work was performed and should be inclusive of staff labor and consultant invoice dates for which work was performed, which may vary from the suggested quarterly billing period listed in the *general guidelines* (e.g., if and RFF wasn't submitted during a quarter). Therefore specific dates listed under the Billing Period Covered are flexible, meaning the dates being billed for work performed do not have to match the quarterly billing schedule as listed in the *general guidelines*; accordingly, subsequent RFFs can have dates that overlap with prior RFFs.
- The **“Scope of Work Task Number and Name”** column should correspond to the tasks listed in the Scope of Work of your grant agreement.
- The **“Task Budget”** column should correspond to the amount allocated for each Task and each line item as provided in your grant agreement budget. You may need to update this information in the event that your grant agreement budget is amended at a later date.
- The **“Costs Incurred This Period”** should correspond to the amount being billed for each task/line item during the Billing Period Covered. These costs must be consistent with your grant agreement. Please remember to use 2 decimals in all cells so that an accurate account of costs and balances can be made.
  - Under **Labor Costs**, fill in the City or County Staff Labor Costs incurred per each Task during the Billing Period Covered. Amounts listed for labor must be inclusive of hourly rates and benefits. (Remember to provide supporting documentation, such as a separate Labor Report on City/County letterhead).
  - Under **Direct Costs**, fill in the costs incurred as City/County Project Supplies and Travel during the Billing Period Covered. For City/County Staff Travel costs, a Travel Expense Claim must be completed in addition to the RFF (please see page 12).
  - Under **Direct Costs**, fill in the costs incurred as Consultant costs during the Billing Period Covered as appropriate for your executed contract. Any Consultant costs incurred as supplies and travel (or other Direct Costs of the Consultant) should be included in the relevant Task that the supplies and travel pertain to.
  - In the Overhead/Indirect costs line, fill in the costs incurred during the Billing Period Covered only if your grant agreement budget includes a Task Budget for Overhead/Indirect Costs. Please remember that the amount requested for Overhead/Indirect Costs must be no more than 10% of the Labor being requested.
- The **“Total Cost To Date”** column is the total of all previous billings including the “Cost Incurred this Period” column(s). Each time you prepare an RFF, you will need to update this column based on prior costs incurred that were submitted as RFFs. You can use the

additional **tracking tab** in the excel file, which includes automatic formulas, to track RFF amounts, costs to date, and remaining balances.

- The “**Remaining Balance**” column(s) refers to the “Task Budget” minus the “Total Cost To Date” column. Each time you prepare an RFF, you will need to update this column based on prior costs incurred that were submitted as RFFs. You can use the additional **tracking tab** in the excel file, which includes automatic formulas, to track RFF amounts, costs to date, and remaining balances.
- Below the signature line, please fill out the Labor, Consultants, Operating, and Overhead/Indirect costs (parts A-D), as applicable. These subtotals (A+B+C+D) should equal the “Total Amount Requested” about the grantee signature. Provide reference/invoice #s per each task and a brief description of the effort.
  - For Labor (A), provide a labor report (showing staff, hourly rates, and hours spent of each task), or provide that information in the space provided, *e.g.*:

<b>(A) LABOR – Description</b>			
<b>Grant Task #</b>	<b>Reference / Invoice #</b>	<b>Description of effort / activity / receipt</b>	<b>Amount</b>
Task 1	Assistant Planner x \$45 per hour x 10 hours	Project Coordination	\$450.00
Task 1	Senior Planner x \$75 per hour x 20 hours	Project Coordination	\$1,500.00
Task 2	Senior Planner x \$75 per hour x 15 hours	Coordinate TAC	\$1,125.00
<b>SUB-TOTAL (A)</b>			<b>\$3,075.00</b>

- For Consultants (B), provide the Consultant Name and the Consultant Invoice # for each relevant task. Include at least one row per invoice (more if each invoice covers work on multiple tasks) and provide enough detail to clearly explain the work completed/funds requested. If applicable, describe how much of a particular task was covered by matching funds. Example:

<b>(B) SUBCONTRACTOR'S EXPENDITURE –</b>			
<b>Grant Task #</b>	<b>Reference / Invoice #</b>	<b>Description of effort / activity / receipt</b>	<b>Amount</b>
Task 1	Dudek Invoice #123	Coordinate with CCC & Consultants <i>(Invoice totals \$3000 for Task 1, but \$2,000 was covered by City/County matching funds)</i>	\$1,000.00
Task 2	Dudek Invoice #123	Coordinate TAC	\$2,000.00
Task 1	Dudek Invoice #234	Project Coordination	\$3,000.00
Task 2	EMC Invoice #789	Plan development	\$4,000.00
<b>SUB-TOTAL (B)</b>			<b>\$10,000.00</b>

- For Operating Costs (C), provide the costs for project implementation materials, travel costs, rental equipment, etc. 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. Note that operating costs for your consultant should not be included in this section, but rather in the task by task consultant costs under RFF Section (B) Consultant’s Expenditure. Example:

<b>(C) OPERATING COSTS (Project materials, travel, etc.) -</b>			
<b>Grant Task #</b>	<b>Reference / Invoice #</b>	<b>Description of effort / activity / receipt</b>	<b>Amount</b>
N/A	See TEC: Betty Smith	Travel	\$100.00
N/A	See Receipts	Postage	\$50.00
<b>SUB-TOTAL (C)</b>			<b>\$150.00</b>

- For Overhead/Indirect Costs (D), write in the specific item such as rent, utilities, etc. and provide the amount requested for reimbursement. Remember that the amount requested for indirect costs should be capped at 10% of amount requested for “Labor”. Example:

<b>(D) OVERHEAD / INDIRECT COSTS – Description</b>			
<b>Grant Task #</b>	<b>Reference / Invoice #</b>	<b>Description of effort / activity / receipt</b>	<b>Amount</b>
NA	Doc ID	Rent	207.500
NA	Utility Doc ID	Utilities	100.00
<b>SUB-TOTAL (D)</b>			<b>\$307.50</b>

- Report and describe the amount of matching funds that were expended during the billing period covered and for which tasks they were applied.

### **Travel Reimbursement Information**

The state requires that grantees follow the same guidelines for travel as all state employees. All travel for City or County personnel must be included in your grant agreement budget and is restricted to *within California*, while travel for Grantee consultants and subconsultants may be inclusive of individual consultant task budgets, but is also restricted to travel *within California*. For City or County personnel travel billed to the grant, you will need to send a travel expense claim form along with your RFF. *Remember to sign the travel expense claim form* and to submit receipts.

1. The following rate policy is to be applied for reimbursing the travel expenses of persons under your grant agreement.
  - a. Reimbursement for travel and/or per diem shall be at the rates established for non-represented/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 an employee leaves his or her home or headquarters. "Headquarters" is defined as the place where the employee 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. Employees 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 14 of this document to determine the reimbursement allowance. All lodging reimbursement claims must be supported by a receipt\*. If an employee does not or cannot present receipts, lodging expenses will not be reimbursed.

(1) Lodging (with receipts\*):

<b>Travel Location / Area</b>	<b>Reimbursement Rate</b>
Statewide (excluding the counties identified below)	\$ 90.00 plus tax
Counties of Napa, Riverside and Sacramento	\$ 95.00 plus tax
County of Marin	\$ 110.00 plus tax
Counties of Los Angeles, Orange, Ventura, excluding city of Santa Monica	\$120.00 plus tax
Counties of Monterey, San Diego	\$125.00 plus tax
Counties of Alameda, San Mateo, and Santa Clara	\$140.00 plus tax
City of Santa Monica	\$150.00 plus tax
County of San Francisco	\$250.00 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 the 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

<b>Meal / Expense</b>	<b>Reimbursement Rate</b>
Breakfast	\$ 7.00
Lunch	\$ 11.00
Dinner	\$ 23.00
Incidental expenses <sup>1</sup>	\$ 5.00

- 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 employee must retain receipts for parking; taxi, airline, bus, or rail tickets; car rental; Lyft and Uber; 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

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<sup>1</sup> Incidentals include personal phone calls, newspapers and magazines, tips, etc.



Commission cannot pay for the cost of adding a collision-damage waiver/loss-damage waiver (CDW/LDW).

3. **Note on use of autos:** If an employee uses his/her or a company car for transportation, the rate of reimbursement will be **\$0.625** maximum per mile. If an employee uses his/her or a company car "in lieu of" airfare, the air coach fare will be the maximum paid by the State. The employee must provide a cost comparison upon request by the State. Gasoline and routine automobile repair expenses are not reimbursable. Use of Lyft, Uber, or other taxi services does not constitute use of a personal vehicle and the total cost, minus tips, may be billed for reimbursement.
4. **Airplane travel:** use the lowest available fare.
5. The employee 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.

**Per Diem Reimbursement Guide**

<b>Length of travel period</b>	<b>And this condition exists...</b>	<b>Meal allowed with receipt</b>
Less than 24 hours	<ul style="list-style-type: none"> <li>• Trip begins at or before 6:00 a.m. and ends at or after 9:00 a.m.</li> <li>• Trip begins at or before 4:00 p.m. and ends at or after 7:00 p.m.</li> </ul> <p><b><i>Lunch or incidentals cannot be claimed on trips less than 24 hours</i></b></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"> <li>• Trip begins at or before 6:00 a.m.....</li> <li>• Trip begins at or before 11:00 a.m.....</li> <li>• Trip begins at or before 5:00 p.m.....</li> </ul>	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"> <li>• Trip ends at or after 8:00 a.m.....</li> <li>• Trip ends at or after 2:00 p.m.....</li> <li>• Trip ends at or after 7:00 p.m.....</li> </ul>	Breakfast Lunch Dinner
<p>The following meals may <b>not</b> 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><b><u>No meal expense may be claimed for reimbursement more than once in any given 24-hour period.</u></b></p>		

Please note that all of the above information on travel expenses and travel reimbursement consistent with state rates can be found here:

- Travel Reimbursements: <https://www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx>
- Mileage Reimbursement: <http://hrmanual.calhr.ca.gov/Home/ManualItem/1/2202>
- Short-Term Lodging Reimbursement Rates: <http://hrmanual.calhr.ca.gov/Home/ManualItem/1/2201> and <http://hrmanual.calhr.ca.gov/Home/ManualItem/1/2203>
- Meals and Incidentals: <http://hrmanual.calhr.ca.gov/Home/ManualItem/1/2203>

As required under your grant agreement, all grantees are required to provide receipts when claiming travel-related expenses, and to retain such documentation for 3 years following completion of the grant agreement.

### **Contact Information**

General Inquires on the LCP Grant Program may be directed to [LCPGrantProgram@coastal.ca.gov](mailto:LCPGrantProgram@coastal.ca.gov) or to Kelsey Ducklow (LCP Grant Program Manager) at [kelsey.ducklow@coastal.ca.gov](mailto:kelsey.ducklow@coastal.ca.gov).

Specific questions about your grant can be directed to your grant coordinator. Current Non-Competitive LCP Grant assignments (subject to change) are as follows:

**Awbrey Yost** (City of Point Arena): [awbrey.yost@coastal.ca.gov](mailto:awbrey.yost@coastal.ca.gov)

**Carey Batha** (City of Marina, City of Pacific Grove): [carey.batha@coastal.ca.gov](mailto:carey.batha@coastal.ca.gov)

**Karen Vu**: [karen.vu@coastal.ca.gov](mailto:karen.vu@coastal.ca.gov)

**Brittney Cozzolino**: [brittney.cozzolino@coastal.ca.gov](mailto:brittney.cozzolino@coastal.ca.gov)

**Mary Matella**: [mary.matella@coastal.ca.gov](mailto:mary.matella@coastal.ca.gov)

If further assistance is needed, please contact the Statewide Planning Program Manager:

**Erin Prahler**: [erin.prahler@coastal.ca.gov](mailto:erin.prahler@coastal.ca.gov)