

INSTRUCTIONS TO GRANTEE FOR SUBMITTING PAYMENT REQUESTS

California Natural Resources Agency

BEFORE SUBMITTING

- Check your grant agreement to confirm that any funding requirements outlined in the special provisions section have been fulfilled (e.g. agreements, CEQA compliance, signage, DGS review, etc.)
- Check that all costs are allowable.
 - a. Costs must be incurred within the project performance period outlined on the grant agreement cover page and/or subsequent amendments and must align with the cost estimate.
 - b. There is a 25% cap on non-construction funds on development projects. For acquisitions direct staff and consultant costs are capped at \$10,000.
 - c. All costs must directly relate to just this project (i.e. no overhead costs such as rent or utilities).

WHAT TO INCLUDE

- Payment Request Form** filled out with original signature of authorized agent.
- Payment Tracking Sheet** filled in with amounts for the current request.
- Project Expenditure Form, Grantee Labor Cost Form, and Equipment Cost Form** (as applicable) filled in with costs. Descriptions should clearly tie to the line items on the payment tracking sheet, as well as the backup documentation.
- Proof of time worked/services rendered** for each item listed on the above forms
 - a. For contracted labor or materials, include copies of invoices or receipts.
 - If an invoice is to be only partially reimbursed with grant funds, the portion allocated to the grant should be clearly marked.
 - b. For mileage include a mileage log kept by employees documenting date, hours and destinations related to the grant project. Provide documentation of policy to support mileage rate used.
 - c. For equipment include the schedule showing the rate as well as a log showing the days and hours the equipment was used for this project and by whom.
 - d. For in house labor include documentation of hours worked on the project and hourly rate.
 - Send timesheets that detail the days and the number of hours each employee worked on the project.
 - Fill out the *Employee Compensation Chart* to demonstrate the rate being charged.
 - With first request or when rates change, submit copies of pay stubs that show the employee's pay rate or salary (may redact personal information).
 - Only salary plus benefits are eligible. No indirect rates or overhead costs may be folded into the hourly rate. No billable rates may be used.
- Proof of payment** showing that payment was made for each cost. Examples include:
 - a. Copy of both sides of a cancelled check (and breakdown if check is for multiple invoices)
 - b. Copy of bank statement with cleared checks and/or EFTs highlighted
 - c. Invoice certified "Paid" by the vendor/contractor
 - d. Copy of Electronic Funds Transfer (EFT) or Wire Transfer from a Bank
 - e. Pre-paid card Statement showing credit remaining after particular project charge e.g., pre-paid photo copier card
 - f. Credit card Statement showing payment made accompanied with original credit card receipt listing specific charges. Must also include proof that the credit card was paid off.
 - g. For purchase of real property: copy of Final Buyer's Closing Statement

- h. For grantee personnel services one of the following:
- CFOs signature on the certification on the Grantee Labor Cost Form
 - payroll stubs or payroll service printout for each pay period
 - Signed acknowledgement from employees regarding receipt of paychecks for a specific time period

- Match Certification Form** for Museum Program projects only
- Certification Form and Deliverables** for applicable benchmarks for Planning Grants only

FOR ADVANCE TO ESCROW

To request money to be advanced to escrow, submit the following:

- Payment Request Form** for the amount of the grant budgeted to Fair Market Value of the property
- Letter requesting funds be deposited to** escrow on Grantee's letterhead containing the following:
- a. Name and address of Grantee
 - b. Number of Grant Agreement
 - c. Dollar amount of disbursement requested
 - d. Name, address, and telephone number of the title company or escrow holder, and the escrow account number to which the grant funds will be disbursed
 - e. A statement by the Grantee that all funds needed for completion of acquisition of the real property (or conservation easement) have been secured and have been or will be deposited into escrow at or about the same date as the requested grant funds
 - f. Anticipated close of escrow date
- Payee Data Record** for the escrow company

FOR FINAL PAYMENTS

Final retention will not be released until all closeout documents (in addition to regular payment request documents if applicable) have been received. This includes:

- a. Summary of Expenditures from all Project Funding Sources
- b. Certification of Completion Form
- c. Notice of Completion (if applicable)
- d. Recorded MOUGA/Deed Restriction
- e. Evidence of Compliance with Signage (if not yet received)

For acquisitions only, also required are:

- f. Buyer's Closing Statement
- g. Copy of the Grant Deed
- h. Policy of Title Insurance

HELPFUL HINTS

- Organize documentation in an easy to follow format (i.e. chronologically) with related information together and relevant information marked. Include any necessary explanations or notes to clarify certain documentation.
- Bill for the full amount and Agency will take out the retention of 10%. This retention will be released at closeout.
- Ensure numbers match (e.g. check numbers, amounts on forms and back up documentation, etc.) and that they are accurately calculated. Everything must add up to the penny.

Contact your grants administrator for further clarification or questions.