



GRANT MANAGEMENT WORKSHOP

How to process payments and other tasks for project managers



Jocelyn



Evelyn



Diane



Teresa



Carolyn



Melissa



Becki



Larelle



Jennifer

GRANT ADMINISTRATORS

Agenda

- Payments
 - Before the Payment Request
 - How to Prepare the Request
 - How the Request is Processed
- Amendments
- Quarterly Reports
- Closeout
- Post-Closeout





BEFORE SUBMITTING PAYMENT REQUESTS

Grant Agreement



- No funds can be expended until the grant agreement is fully executed
- If you do not have an agreement in place, work with your Grant Administrator to finalize the budget, timeline, and scope
- It will need to be signed by your organization (individual authorized in resolution), Agency, and our accounting department

Project Types

- Development – reimbursing for eligible costs incurred and paid
- Acquisition – advancing funds into escrow and/or reimbursing acquisition costs incurred and paid
- Acquisition/Development (UG only) – advancing funds into escrow, as well as reimbursing for eligible development costs incurred and paid



Before you proceed, check your Grant Agreement

- To be eligible, costs must be:
 - Incurred within the Project Performance Period (defined in the Grant Agreement)
 - Compliant with requisite Special Provisions in Grant Agreement
 - Identified in the Project Scope / Deliverables (Exhibit A in the Grant Agreement)
 - Listed on Cost Estimate (Exhibit A1 in the Grant Agreement)



**STATE OF CALIFORNIA NATURAL RESOURCES AGENCY
GRANT AGREEMENT**

GRANTEE NAME: City of Neverland
PROJECT TITLE: Neverland Habitat Restoration & Community Garden
AUTHORITY: Senate Bill (SB) 859
PROGRAM: Urban Greening Grant Program
AGREEMENT NUMBER: U59999-0
TERM OF LAND TENURE: 20 years from date of project completion as evidenced by Project Certification Form

PROJECT PERFORMANCE PERIOD IS: December 1, 2017 to May 1, 2020

Under the terms and conditions of this agreement, the applicant agrees to complete the project as described in the project scope described in Exhibit A, and any subsequent amendments, and the State of California, acting through the Natural Resources Agency pursuant to Senate Bill (SB) 859, agrees to fund the project up to the total state grant amount indicated.

PROJECT DESCRIPTION:

See project description on page 1 and Exhibit A of the Agreement

Total State Grant not to exceed **\$525,664** (or project costs, whichever is less)

The Special and General Provisions attached are made a part of and incorporated into the Agreement.

CITY OF NEVERLAND

**STATE OF CALIFORNIA
NATURAL RESOURCES AGENCY**

By _____
Mickey Mouse

Title Mayor

By _____
Julie Alvis

Title Deputy Assistant Secretary

No cost may
be incurred
outside of the
project
performance
period.

TERMS AND CONDITIONS OF GRANT

Special Provisions

1. Recipients of Grant Funds shall post signs acknowledging the source of the funds pursuant to the Urban Greening Grant Program Guidelines and Application (Application Guidelines). Size, location and number of signs shall be determined by the State. Required signage must be in place before Grant Funds for construction will be released.
2. Upon completion of detailed Project design, plans and specifications, Grantee shall provide to the State for review and approval a revised detailed Project Budget, Project Scope and detailed site plan. If Project includes habitat restoration or landscaping, Grantee shall provide a planting palette demonstrating how native, low-water, drought-resistant vegetation will be used in the Project. All plantings will be no greater than fifteen gallons. Approval of said plans is a condition precedent to the State's obligation to make any construction funding available pursuant to this Agreement. The approval by the State of such plans and specifications, or any other approvals provided for in this Agreement, shall be for scope of work as described in Exhibit A and shall not relieve Grantee of the obligation to construct and maintain the facilities, or carry out any other obligations required by this Agreement, in accordance with applicable laws or any other standards ordinarily applied to such work or activity.
3. The Grantee may be required to record Deed Restrictions, incorporating by reference this Grant Agreement and giving public notice that the Grantee received Funds under this Agreement in order to assist Grantee in developing the real property and that, in consideration for the receipt of the Grant Funds, the Grantee has agreed to the terms of this Agreement.
4. As conditions precedent to the State's obligation to make any construction funding available pursuant to this Agreement, Grantee shall first provide evidence of compliance with CEQA by January 1, 2018.
5. Grantee shall provide to the State an annual project outcome report for three years. The reporting period begins once all project elements are complete and a final inspection has been conducted.

Special Provisions of the Grant Agreement

Special Provision Examples: Development Projects

- **NO FUNDS WILL BE RELEASED until the Grantee:**
 - has site control
 - has an executed Operations and Maintenance Agreement
- **NO CONSTRUCTION FUNDS WILL BE RELEASED until the Grantee:**
 - has installed the requisite funding signage (<http://resources.ca.gov/grants/logo-art/>)
 - has complied with CEQA requirements
 - has had final designs reviewed by grant administrator



EXHIBIT A

STATE OF CALIFORNIA NATURAL RESOURCES AGENCY
GRANT AGREEMENT

Urban Greening Grant Program
Senate Bill (SB) 859- Greenhouse Gas Reduction Fund

Grantee Name: City of Neverland
Project Title: Neverland Habitat Restoration & Community Garden
Agreement Number: U59999-0
Project Location: 1234 Main Street, Neverland, CA 99999

Project Scope:

Project will restore a portion of Neverland with native coastal shrub plantings grown at the onsite nursery; increase public access for small groups via a one mile accessible trail; provide outdoor learning nodes with seating and signage.

The public will access the project via adjacent street sidewalks: Wonderland Street, Unicorn Street and Mousketeer Street.

Grant Funds will be used to restore, enhance or expand community green spaces at Neverland Ranch:

- Install proposition funding signage
- Install roof runoff capture and storage system
- Install approximately 1,000 square feet of demonstration gardens and native, drought-resistant plantings
- Expand existing community garden by approximately 904 square feet
- Construction an approximate 4,800 square foot native plant nursery shade house and storage facility
- Construct approximately 1 mile accessible pedestrian pathway
- Install approximately 8 interpretive/educational signs
- Propagate plants
- Install electric utilities and basic lighting elements
- Install fencing and gates
- Install 2 compostable porta-toilets
- Install an approximate 2,000 square foot gathering area, with storage, seating and shade structure
- Install irrigation system

Project Schedule:

Activity Description	Timeline
Preliminary work on the project (includes community Outreach)	January – June 2018
Submit final site design/plans/specifications to State*	June 2018
Submit CEQA documents to State	August 2018
Submit funding signage evidence	August 2018
Mobilization, begin construction, restoration, and/or other key activities.	September 2018
Record MOUGA and Submit Project Closeout package with final Payment Request to State	May 1, 2020

Project Scope/ Deliverables /Timeline

City of Neverland - Exhibit A1 (Cost Estimate) Neverland Habitat Restoration & Community Garden Agreement # U59999-0			Neverland		
	TOTAL	SGC Prop 84 Grant	Volunteers In- Kind	Neverland Staff In-Kind	State Parks In-Kind
A - Design & Planning					
Concept development site visit	\$ 9,000.00	\$ 9,000.00	\$ -	\$ -	\$ -
Site analysis (base map, field measurements)	\$ 6,000.00	\$ 6,000.00	\$ -	\$ -	\$ -
Concept site plan alternatives + review	\$ 12,000.00	\$ 12,000.00	\$ -	\$ -	\$ -
30% design development + review	\$ 10,000.00	\$ 10,000.00	\$ -	\$ -	\$ -
Consult with contractors	\$ 5,000.00	\$ 5,000.00	\$ -	\$ -	\$ -
Develop cost estimate	\$ 6,000.00	\$ 6,000.00	\$ -	\$ -	\$ -
Grant team in kind and volunteer participation	\$ 15,500.00	\$ -	\$ 2,000.00	\$ 7,000.00	\$ 6,500.00
Sub-total Design & Planning	\$ 63,500.00	\$ 48,000.00	\$ 2,000.00	\$ 7,000.00	\$ 6,500.00
B - CEQA Review, Permits					
Meeting with BDCD to review draft alternatives	\$ 1,200.00	\$ 1,200.00	\$ -	\$ -	\$ -
Develop application materials, reviews and revisions	\$ 2,000.00	\$ 2,000.00	\$ -	\$ -	\$ -
Application meetings and follow-up	\$ 5,000.00	\$ 5,000.00	\$ -	\$ -	\$ -
CEQA Checklist / Initial Study	\$ 10,500.00	\$ 10,500.00	\$ -	\$ -	\$ -
Mitigated Negative Declaration (Final CEQA docs)	\$ 5,400.00	\$ 5,400.00	\$ -	\$ -	\$ -
Sub-total CEQA Review, Permits	\$ 24,100.00	\$ 24,100.00	\$ -	\$ -	\$ -
C - Community Outreach					
Community open house - site designs	\$ 4,800.00	\$ 4,800.00	\$ -	\$ -	\$ -
Project newsletter (graphics and distribution)	\$ 3,400.00	\$ 3,400.00	\$ -	\$ -	\$ -
Email blast update (graphics and distribution)	\$ 3,200.00	\$ 3,200.00	\$ -	\$ -	\$ -
Website updates	\$ 2,400.00	\$ 2,400.00	\$ -	\$ -	\$ -
Community open house - construction	\$ 4,000.00	\$ 4,000.00	\$ -	\$ -	\$ -
Grant team in kind and volunteer participation	\$ 14,200.00	\$ -	\$ 2,200.00	\$ 7,900.00	\$ 4,100.00
Sub-total Community Outreach	\$ 32,000.00	\$ 17,800.00	\$ 2,200.00	\$ 7,900.00	\$ 4,100.00
D - Project management / grant administration					
Project accounting (invoicing, financial reporting)	\$ 12,000.00	\$ 12,000.00	\$ -	\$ -	\$ -
Grant administration	\$ 14,000.00	\$ 14,000.00	\$ -	\$ -	\$ -
Sub-total Project Management / Admin.	\$ 26,000.00	\$ 26,000.00	\$ -	\$ -	\$ -
TOTAL NON-CONSTRUCTION	\$ 145,600.00	\$ 115,900.00	\$ 4,200.00	\$ 14,900.00	\$ 10,600.00
E - Community Agriculture					
Proposition signage and installation	\$ 1,500.00	\$ 1,500.00	\$ -	\$ -	\$ -
Site preparation (clearing, grubbing, asphalt removal, fine grading, disposal)	\$ 20,000.00	\$ 20,000.00	\$ -	\$ -	\$ -
Demonstration gardens and site plantings (layout and plantings with signage)	\$ 16,000.00	\$ 16,000.00	\$ -	\$ -	\$ -
Stormwater runoff capture and storage system	\$ 16,000.00	\$ 16,000.00	\$ -	\$ -	\$ -
Expand community gardens by approx. 804 square feet	\$ 16,000.00	\$ 16,000.00	\$ -	\$ -	\$ -
Expand community gardens by approx. 904 square feet	\$ -	\$ -	\$ -	\$ -	\$ -
Construction 1 mile accessible pathway	\$ 34,000.00	\$ 34,000.00			
Native plant nursery shade house, supplies and storage	\$ 60,000.00	\$ 60,000.00	\$ -	\$ -	\$ -
Interpretive/educational signage	\$ 33,000.00	\$ 33,000.00	\$ -	\$ -	\$ -
Plant propagation (seed to earth)	\$ 50,000.00	\$ 50,000.00	\$ -	\$ -	\$ -
Lighting and electric service	\$ 14,000.00	\$ 14,000.00	\$ -	\$ -	\$ -
Fencing and gates	\$ 22,000.00	\$ 22,000.00	\$ -	\$ -	\$ -
Compostable porta-toilets	\$ 4,000.00	\$ 4,000.00	\$ -	\$ -	\$ -
Shade structure (storage & seating)	\$ 45,000.00	\$ 45,000.00	\$ -	\$ -	\$ -
Irrigation system	\$ 24,000.00	\$ 24,000.00	\$ -	\$ -	\$ -
Grantee staff and operations support	\$ 44,745.00	\$ -	\$ 9,750.00	\$ 13,745.00	\$ 21,250.00
Grant team in kind and volunteer participation	\$ 57,300.00	\$ -	\$ 28,000.00	\$ 10,500.00	\$ 18,800.00
TOTAL CONSTRUCTION	\$ 456,045.00	\$ 354,000.00	\$ 37,750.00	\$ 24,245.00	\$ 40,050.00
F - Contingency (max 10% of Grant)	\$ 55,764.00	\$ 55,764.00	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 657,409.00	\$ 525,664.00	\$ 41,950.00	\$ 39,145.00	\$ 50,650.00

Cost Estimate: Development projects

- 25% cap on non-construction
- 10% cap on contingency
- Restrictions on use of contingency funds

Eligible Costs

Development projects



- Non-Construction
 - Project Management
 - Personnel or Employee Services
 - Contracted Services
 - Community Engagement
 - Permitting
 - Environmental Compliance
 - Design/planning
- Construction
 - Signs and Interpretive Aids
 - Construction Management
 - Labor
 - Equipment
 - Supplies and Materials
 - Contracted Services
 - Transportation

Ineligible Costs

- Overhead Costs
- Costs not included in the scope/cost estimate
- Non-Construction Costs exceeding the 25% cap
- Ongoing Operation and Maintenance Costs
- Programming
- Consumables: Food, Doggie Bags, etc.
- Staff Training/Education
- Ceremonies, receptions, or entertainment
- Costs without proper backup documentation
- Trees larger than 15 gallons
- Active Recreation Components





PAYMENT REQUEST PACKAGE

Payment Request Form

Payment Tracking Spreadsheet

Project Expenditures Form

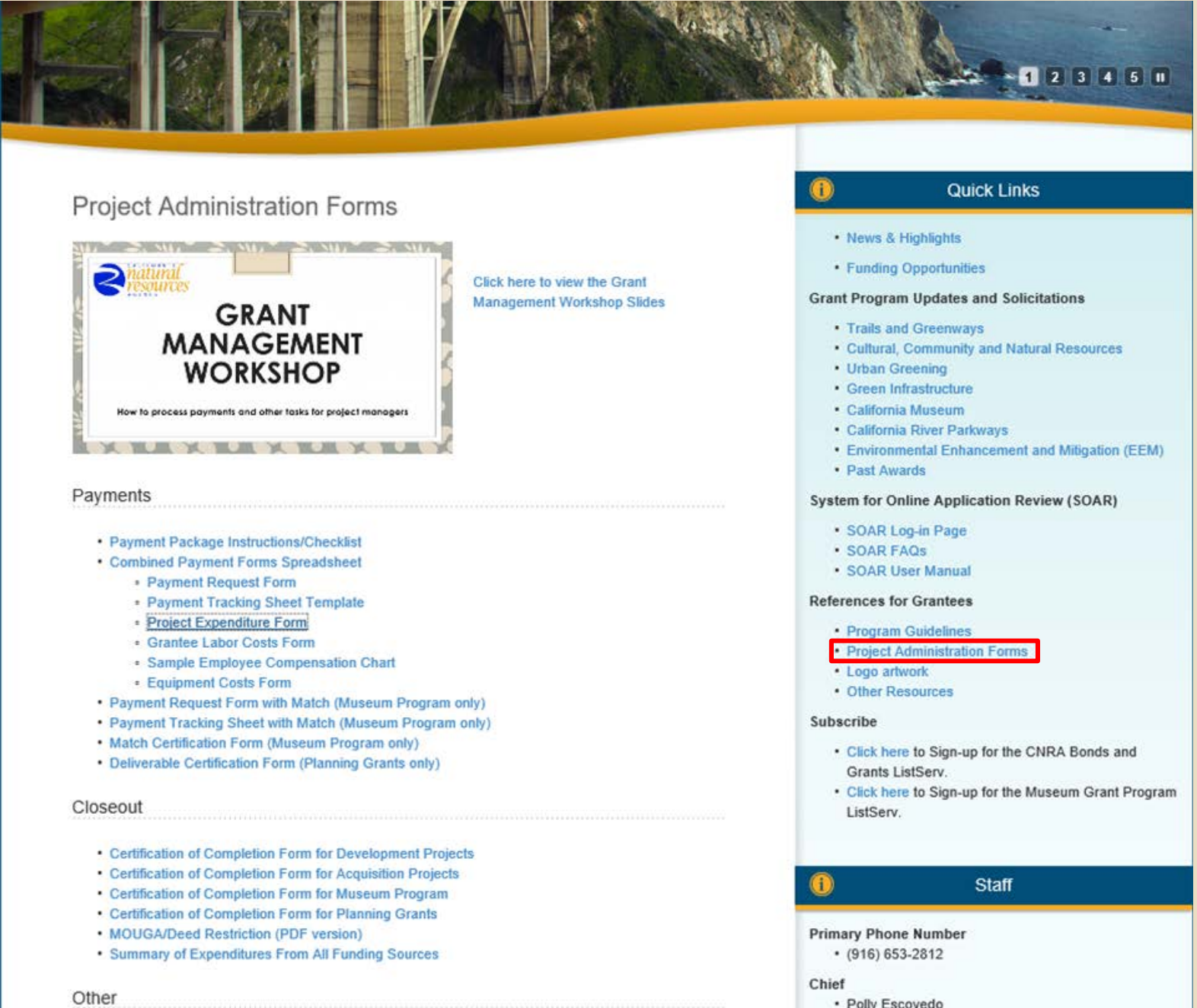
Grantee Labor Costs Form

Equipment Costs Form

Sample Forms

The most up to date forms can be downloaded from our website:

<http://resources.ca.gov/grants/project-administration-forms/>



The screenshot shows a webpage titled "Project Administration Forms" with a header image of a bridge. The page is organized into several sections: "Project Administration Forms" (featuring a "GRANT MANAGEMENT WORKSHOP" graphic and a link to "Grant Management Workshop Slides"), "Payments" (a list of various forms and spreadsheets), "Closeout" (a list of completion and restriction forms), and "Other". A right-hand sidebar contains "Quick Links" (News & Highlights, Funding Opportunities), "Grant Program Updates and Solicitations" (a list of programs and awards), "System for Online Application Review (SOAR)" (links to SOAR resources), "References for Grantees" (Program Guidelines, Project Administration Forms, Logo artwork, Other Resources), "Subscribe" (links to sign-up for lists), and "Staff" (Primary Phone Number, Chief). The "Project Administration Forms" link in the References section is highlighted with a red box.

Project Administration Forms

Click here to view the Grant Management Workshop Slides

Payments

- Payment Package Instructions/Checklist
- Combined Payment Forms Spreadsheet
 - Payment Request Form
 - Payment Tracking Sheet Template
 - Project Expenditure Form
 - Grantee Labor Costs Form
 - Sample Employee Compensation Chart
 - Equipment Costs Form
- Payment Request Form with Match (Museum Program only)
- Payment Tracking Sheet with Match (Museum Program only)
- Match Certification Form (Museum Program only)
- Deliverable Certification Form (Planning Grants only)

Closeout

- Certification of Completion Form for Development Projects
- Certification of Completion Form for Acquisition Projects
- Certification of Completion Form for Museum Program
- Certification of Completion Form for Planning Grants
- MOUGA/Deed Restriction (PDF version)
- Summary of Expenditures From All Funding Sources

Other

Quick Links

- News & Highlights
- Funding Opportunities

Grant Program Updates and Solicitations

- Trails and Greenways
- Cultural, Community and Natural Resources
- Urban Greening
- Green Infrastructure
- California Museum
- California River Parkways
- Environmental Enhancement and Mitigation (EEM)
- Past Awards

System for Online Application Review (SOAR)

- SOAR Log-in Page
- SOAR FAQs
- SOAR User Manual

References for Grantees

- Program Guidelines
- **Project Administration Forms**
- Logo artwork
- Other Resources

Subscribe

- Click here to Sign-up for the CNRA Bonds and Grants ListServ.
- Click here to Sign-up for the Museum Grant Program ListServ.

Staff

Primary Phone Number

- (916) 653-2812

Chief

- Polly Escovedo

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.
- ☐ **Itemized List of Project Expenditures, 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 stamped "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

Payment Package Instructions/ Checklist



State of California
Natural Resources Agency

See instructions on reverse		PAYMENT REQUEST FORM	
1. GRANT NUMBER	2. DATE RANGE OF EXPENDITURES		
U59999-0	6/1-10/30/2014		
3. GRANTEE			
City of Neverland			
4. PROJECT TITLE			
Neverland Habitat Restoration & Community Garden			
5. TYPE OF PAYMENT		6. PAYMENT REQUEST NUMBER	
<input type="checkbox"/> Advance <input checked="" type="checkbox"/> Reimbursement <input type="checkbox"/> Final		1	
7. PAYMENT INFORMATION			
<i>(Round all figures down to the nearest whole dollar)</i>			
a. Grant Project Amount	\$	525,664.00	
b. Funds Requested To Date	\$		

7. PAYMENT INFORMATION

(Round all figures down to the nearest whole dollar)

a. Grant Project Amount	\$	525,664.00
b. Funds Requested To Date	\$	
c. Available (a. minus b.)	\$	525,664.00
d. Amount Of This Request	\$	8,281.84
e. Remaining Funds to be Requested After This Payment (c. minus d.)	\$	517,382.16

Agreement. In addition, I certify that all invoices and receipts for all project expenditures from all funding sources will be retained and made available in the event of any future State Audits.

NAME OF PERSON AUTHORIZED IN RESOLUTION

Mickey Mouse

TITLE

Mayor

SIGNATURE OF PERSON AUTHORIZED IN RESOLUTION

DATE

FOR STATE OF CALIFORNIA NATURAL RESOURCES AGENCY USE ONLY

Withhold Funds: Requested: \$ 8,282.44 Approved Amount: \$ 7,454.20

☒ YES ☐ NO Less Amt: \$ 828.24 Code: (Internal Coding for Payment Processing)
FY 0540-751-PCA Proj #

PAYMENT APPROVAL SIGNATURE (All expenditures verified as eligible and appropriate.)

DATE

Payment Request Form

Accurate,
complete and
signed by
authorized
representative

	City of Neverland - Exhibit A1 (Cost Estimate) Neverland Habitat Restoration & Community Garden Agreement # U59999-0	SGC Prop 84 Grant				Balance After Payment #2	
Line Item #	A - Design & Planning		Payment #1	Balance After Payment #1	Payment #2		Etc. →
1	Concept development site visit	\$ 9,000.00	\$ 62.95	\$ 8,937.05	\$ -	\$ -	\$ -
2	Site analysis (base map, field measurements)	\$ 6,000.00	\$ 24.88	\$ 5,975.12	\$ -	\$ -	\$ -
3	Concept site plan alternatives + review	\$ 12,000.00	\$ -	\$ 12,000.00	\$ -	\$ -	\$ -
4	30% design development + review	\$ 10,000.00	\$ 2,276.75	\$ 7,723.25	\$ -	\$ -	\$ -
5	Consult with contractors	\$ 5,000.00	\$ 21.28	\$ 4,978.72	\$ -	\$ -	\$ -
6	Develop cost estimate	\$ 6,000.00	\$ 4,841.80	\$ 1,158.20	\$ -	\$ -	\$ -
7	Grant team in kind and volunteer participation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Sub-total Design & Planning	\$ 48,000.00	\$ 7,227.66	\$ 40,772.34	\$ -	\$ -	\$ -
	B - CEQA Review, Permits						
8	Meeting with BCDC to review draft alternatives	\$ 1,200.00	\$ -	\$ 1,200.00	\$ -	\$ -	\$ -
9	Develop application materials, reviews and revisions	\$ 2,000.00	\$ -	\$ 2,000.00	\$ -	\$ -	\$ -
10	Application meetings and follow-up	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -	\$ -	\$ -
11	CEQA Checklist / Initial Study	\$ 10,500.00	\$ -	\$ 10,500.00	\$ -	\$ -	\$ -
12	Mitigated Negative Declaration (Final CEQA docs)	\$ 5,400.00	\$ -	\$ 5,400.00	\$ -	\$ -	\$ -
	Sub-total CEQA Review, Permits	\$ 24,100.00	\$ -	\$ 24,100.00	\$ -	\$ -	\$ -
	C - Community Outreach						
13	Community open house - site designs	\$ 4,800.00	\$ 242.78	\$ 4,557.22	\$ -	\$ -	\$ -
14	Project newsletter (graphics and distribution)	\$ 3,400.00	\$ -	\$ 3,400.00	\$ -	\$ -	\$ -
15	Email blast update (graphics and distribution)	\$ 3,200.00	\$ -	\$ 3,200.00	\$ -	\$ -	\$ -
16	Website updates	\$ 2,400.00	\$ -	\$ 2,400.00	\$ -	\$ -	\$ -
17	Community open house - construction	\$ 4,000.00	\$ -	\$ 4,000.00	\$ -	\$ -	\$ -
18	Grant team in kind and volunteer participation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Sub-total Community Outreach	\$ 17,800.00	\$ 242.78	\$ 17,557.22	\$ -	\$ -	\$ -
	D - Project management / grant administration						
19	Project accounting (invoicing, financial reporting)	\$ 12,000.00	\$ -	\$ 12,000.00	\$ -	\$ -	\$ -
20	Grant administration	\$ 14,000.00	\$ -	\$ 14,000.00	\$ -	\$ -	\$ -

Payment Tracking Spreadsheet

Clearly identifies which line items each invoice represents (with a separate column for each Payment Request). Aids in tracking eligible costs.

State of California
Natural Resources Agency

PROJECT EXPENDITURES FORM

Note: Please Submit This Form with Each Payment Request

Grantee Name: City of Neverland

Date Range of Expenditures: 6/30/2018 - 9/30/2018

Grant Number: U28888-0

Project Name: Neverland Habitat Restoration & Community Garden

PROJECT COSTS

Check Number	Date	Recipient	Line Item Description (Purpose)	Amount
5190	7/31/2018	Mickey Mouse	Design & Planning - A-4	2080.48
5263	7/28/2018	Disney Productions	Site Analysis - A-2	765.23
Credit Card	8/16/2018	Web Designorama	Website Updates - C-16	850
			SUBTOTAL:	\$ 3,695.71

TOTAL LABOR COSTS (If Applicable, as Indicated on Labor Costs Form): 305

TOTAL EQUIPMENT COSTS (If Applicable, as Indicated on Equipment Costs Form): 812.22

GRAND TOTAL:	\$	4,812.93
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Project Expenditures Form

Contractors,
consultants, supplies,
miscellaneous
expenditures such as
photocopies,
mileage, etc.

Back up to this form includes:

- Evidence of expense (invoices or receipts)
- Evidence of payment
- For mileage: mileage log and rate

Evidence of Expense Examples

- Invoices from contractors
- Receipts for materials
- Mileage: log and rate

Date: _____

Your Electronic Shop
 # 10 , 2nd Main, 1st Stage
 Your City, State: 1234567890

Name _____

Sr No	Particulars	Price
		
TOTAL		

Sign _____

Evidence of Payment Examples

- Copy of both sides of a posted check (and breakdown if check is for multiple invoices)
- Copy of bank statement with cleared checks and/or EFTs highlighted
- Invoice certified "Paid" by the vendor/contractor
- 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.
- Copy of Electronic Funds Transfer (EFT) or Wire Transfer from a Bank



SAMPLE GRANTEE LABOR COST FORM

Note: This Form is Required ONLY When Using In-House Staff

Grantee Name: City of Neverland

Date Range of Expenditures:

6/1-10/30/2014

Grant Number: U59999-0

Project Name: Neverland Habitat Restoration & Community Garden

Page 1 of 1

LABOR COST INFORMATION

Dates / Pay Periods	Unit / Person Performing Work	Budget Line Item Description	Hours	Hourly Rate	Amount
10/1-10/15/2014	Mr. Magoo	Community Open House (C-13)	8.33	\$20.63	\$171.85
10/1-10/15/2014	Donald Duck	Concept Development (A-1)	5.34	\$9.20	\$49.13
10/16-10/30/2014	Snoopy	Community Open House (C-13)	2.16	\$32.84	\$70.93
10/16-10/30/2014	Daffy Duck	Concept Development (A-1)	0.67	\$20.63	\$13.82

As chief financial officer (or other title) I hereby certify that the employees reflected on this form have been fully compensated for the time reflected hereon. Furthermore, I hereby certify that only direct project management costs are reflected hereon, and no overhead/indirect costs are included. In-service payroll does not include a "billable rate" or administrative cost allocation.

Signature:

Printed Name:

Sub-total Labor Costs
(this page) \$305.73

Total Labor Costs
(all pages) \$ 305.73

Grantee Labor Costs Form

Evidence of Expense

- Time sheets
- Hourly Rate Computation Chart
- Payroll stubs or payroll service printout

Evidence of Payment / Payment Documentation

- CFOs signature on the certification on the Grantee Labor Cost Form OR
- Payroll stubs or payroll service printout OR
- Signed acknowledgement from employees regarding receipt of paychecks for a specific time-period

**OVERHEAD CHARGES MAY
NOT BE INCLUDED.**

Employee Name	Payroll Period	Gross Monthly Salary <i>(*must document)</i>	Monthly Employee Benefits ¹ (PAID BY EMPLOYER) <i>No documentation necessary</i>				Monthly Taxes and Insurance ¹ (PAID BY EMPLOYER) <i>No documentation necessary</i>			Total Monthly Employee Costs (includes base gross salary + benefits, taxes & insurance)	Hourly Rate
			EXAMPLES ONLY (include only what applies to your employees)				EXAMPLES ONLY				
			Health Vision Dental	Retirement	Sick / Vacation Accrual	Paid Holidays	FICA	SDI	Worker's Comp Ins		
Daffy Duck**	10/1-10/30/2014	\$2,450.47	\$465.49	\$53.91	\$228.84	\$89.55	\$236.14	\$24.50	\$28.18	\$3,577.08	\$20.63
Donald Duck***	10/1-10/30/2014	\$1,128.73	\$212.42	\$21.86	\$72.20	\$41.24	\$86.35	\$11.28	\$22.19	\$1,596.27	\$9.20
Mickey Mouse	10/1-10/30/2014	\$4,683.90	\$466.98	\$48.17	\$80.69	\$78.36	\$284.78	\$19.35	\$30.19	\$5,692.42	\$32.84
Mr. Magoo	10/1-10/30/2014	\$2,450.47	\$465.49	\$53.91	\$228.84	\$89.55	\$236.14	\$24.50	\$28.18	\$3,577.08	\$20.63

As Chief Financial Officer for this entity, I hereby certify that the compensation reflected hereon is correct and complete for each employee and each time period listed, and include only direct Project management costs; no overhead/indirect costs are included, and these rates to not include a "billable rate" or administrative cost allocation.

Signature

Date25-Jan-15

Printed NameMr. Magoo

TitleChief Financial Officer

* Document base gross salary with pay stubs, payroll service printout (highlighted), or other acceptable forms of documentation.

**The hourly rate for a FULL-TIME employee is computed by multiplying the Total Monthly Employee Compensation by 12, and dividing by 2080 (the number of hours in a work year).

***The hourly rate for HALF-TIME employee is computed by multiplying total monthly employee compensation by 12, and dividing it by 1040 (the number of hours in a work year for a HALF-TIME employee).

¹ Do NOT include payroll taxes, etc. DEDUCTED from employee salary

Hourly Rate
Computation
Chart

SAMPLE EQUIPMENT COSTS FORM

Equipment Costs Form

Back up to this form includes:

- Evidence of Expense, e.g., equipment time logs, including dates and hours of use
- Evidence of hourly/daily rates for said equipment



HELPFUL HINTS

- Organize documentation and make clarifying notes.
- Request reimbursement for the eligible cost and Agency will deduct the 10% retention.
- Ensure numbers match and that they are accurately calculated.



PAYMENT PROCESS

Approving Payment Requests

- Each payment request will be reviewed by two Resources staff to ensure it is:
 - Accurate – calculations and totals are correct
 - Eligible – line items comply with approved Cost Estimate
 - Complete – All forms and back up are included
- Retention
 - 10% of each payment will be withheld until the project is complete and all closeout documents are received.



Note on Timeframe: Once the approved payment request has been submitted to accounting, the Grantee should receive the check within 6-8 weeks.



AMENDMENTS

What if something changes?

- Costs, schedule, scope
- Contact your grants administrator **BEFORE** moving forward with the change
- Informal or formal amendment





QUARTERLY REPORTS

Quarterly Reports

A BRIEF status update is to be submitted to your Grants Administrator at the beginning of each quarter regarding progress made in the previous quarter.





CLOSEOUT

Final Payments

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

- Summary of Expenditures from all Project Funding Sources
- Certification of Completion Form
- Notice of Completion (if applicable)
- Recorded Deed Restriction
- Evidence of Funding Signage (if not yet received)





Closeout Visit

- Agency staff will visit the project to ensure all scope items are in place.
- This must occur before the release of the retention.



POST-CLOSEOUT

Preparing for an audit



State of California The Natural Resources Agency

Documents Required for the Department of Finance Audit

Please have the following documents, files, records, and other resources available for the Department of Finance during their audit of the grant.

Internal Controls:

1. Grantee's organization charts.
2. Written internal procedures and flowcharts for the following procedures:
 - a. Grantee's receipts and deposits
 - b. Grantee's disbursements
 - c. Grantee's invoice preparation
3. Audit reports covering the Grantee's internal control structure and/or expenditures within the last two years.

Contracts:

1. Original contract between the Grantee and the State, including any amendments.
2. All contract documents between the Grantee and any subcontractors.
3. Listing of all active or completed contracts funded by Proposition 12, 13, 40, and 50.

Budgets:

1. Budget modification documents.

Invoices:

1. Invoices from the Grantee to the State for payments made under the grant.
2. Invoices from the subcontractors to the Grantee for payments made under the grant.
3. All supporting documentation associated with the above invoices.

Cash Documents:

1. Receipts showing payments received from the State.
2. Deposit slips showing deposit of the payments received from the State.
3. Canceled checks or disbursement documents showing payments made to vendors for contract disbursements.
4. Bank statements showing the deposit of the receipts and interest earned on any monies held by the Grantee.

Accounting Records:

1. Ledgers showing entries for cash receipts and cash disbursements.

Travel/Per Diem:

1. Grantee travel policies.
2. Travel claims for travel costs charged to the contract organized by the Grantee Invoice on which the travel was charged.
3. Mileage logs, if mileage for grantee employees claimed and paid with Grant funds.

Project Files:

1. All supporting documentation maintained in the project files.

Monitoring and Reporting

- Within the time of the land tenure indicated in the grant agreement, Agency staff may check in on the project via written communication or drop-in visits.
- Select Grantees will be required to submit GHG and other data for three years after the project is complete.



STATE OF CALIFORNIA NATURAL RESOURCES AGENCY GRANT AGREEMENT

GRANTEE NAME: City of Neverland
PROJECT TITLE: Neverland Habitat Restoration & Community Garden
AUTHORITY: Senate Bill (SB) 859
PROGRAM: Urban Greening Grant Program
AGREEMENT NUMBER: U59999-0
TERM OF LAND TENURE: 20 years from date of project completion as evidenced by Project Certification Form

PROJECT PERFORMANCE PERIOD IS: December 1, 2017 to May 1, 2020

Under the terms and conditions of this agreement, the applicant agrees to complete the project as described in the project scope described in Exhibit A, and any subsequent amendments, and the State of California, acting through the Natural Resources Agency pursuant to Senate Bill (SB) 859, agrees to fund the project up to the total state grant amount indicated.

PROJECT DESCRIPTION:

See project description on page 1 and Exhibit A of the Agreement

Total State Grant not to exceed **\$525,664**

(or project costs, whichever is less)

Questions?

- Contact your grants administrator directly
- <http://resources.ca.gov/grants/>

California Natural Resources Agency • Bonds and Grants Unit
1416 Ninth Street, Suite 1311 • Sacramento, CA 95814 • (916) 653-2812 • (916) 653-8102 fax



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- (916) 653-2812

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THANK YOU!

And good luck 😊