



## SAN FRANCISCO BAY RESTORATION AUTHORITY

### Grantees and Contractors: Invoicing the San Francisco Bay Restoration Authority

Prior to preparing or submitting an invoice, please consult the language of your grant agreement/contract, including the sections entitled “Conditions Precedent to Disbursement” (grant agreement only) and “Cost and Disbursements,” for directions on whether a 5% or 10% withholding is required, when disbursement may be requested, when final disbursement may be requested, whether additional documents are required, etc. If you have questions, please call your San Francisco Bay Restoration Authority (Authority) Project Manager.

***Please note: all invoicing documents must be emailed to the invoices email address (SFBRainvoice@scc.ca.gov). In your email, please include the project name and contract number in the subject line and copy your Authority Project Manager. In the body of the email, please include the name and email address of the grantee representative who will be providing the electronic signature.***

#### General Instructions:

1. Invoices to the San Francisco Bay Restoration Authority must be submitted using the “[Request for Disbursement](#)” form (PDF, or Excel Sheet with two tabs). **RFD form must include the codes provided by your Authority Project manager in the “MTC Fund Source and MTC Contract Number” box at the bottom left. Save the document *without* a signature as a PDF.**
2. Do not invoice for work and/or expenses undertaken **before the “start date”** (if not otherwise specified, this is the date of the letter from the SFBRA confirming that the conditions precedent to commencement of work have been satisfied) or **after the “completion date”** of the grant agreement/contract.
3. Typical grant agreements and contracts call for invoices no more frequently than monthly and no less frequently than quarterly.
4. The amounts invoiced must be consistent with the **budget** in the work plan approved by the Project Manager or included in the contract. On the first page of the Request for Disbursement form, itemize costs by tasks and budget items identified in the **budget** of the approved work plan.
5. Grantees/Contractors must provide **back-up documentation for all expenses and subcontracts** (see page 2 for more details of backup-up required).
6. Attach a **progress report** ([refer to template](#)) for work performed during the billing period.

7. The Authority can pay for conferences or trainings that are included as a separate line item in the approved budget of the Work Program and clearly support successful implementation of the project.
8. If allowed in the approved work plan, Authority funds may be used to pay for travel expenses. Billing must be consistent with the [State Coastal Conservancy's travel reimbursement guidelines](#). Travel expenses in excess of these rates will not be reimbursed, unless you provide documentation that these rates are not reasonably available to you.
9. Generally, Authority funds may not be used to purchase **equipment**, such as furniture, computers, phones, etc. If a piece of equipment is directly related to carrying out a grant's purposes, it may be purchased as a grant expense. **Check with your Authority Project Manager before you purchase** any equipment to ensure that it is appropriate under the grant agreement.

Process for Payment:

Once the Authority receives your invoice, we will process the invoice and staff will review all charges to verify that charges are complete and appropriate. If there are problems with the invoice (e.g. missing backup) the Authority will contact the grantee to resolve the issue; if the problem is not resolved, the invoice is disputed and returned to the grantee to resubmit. Once the invoice is verified to be correct, the invoice will be circulated for electronic signature, starting with the grantee. The Metropolitan Transportation Commission (MTC) will receive a copy of the fully signed document and process for payment. As per the May 30, 2017 Contract for Services, MTC has assumed the staff functions for the Association of Bay Area Governments (ABAG) and as such, is responsible for funding disbursement for ABAG.

**Detailed instructions for completing the Request for Disbursement form:**

**Side 1**

- Fill in each space in the top section completely. Write the **"Agreement Number"** exactly as it appears on your grant agreement. Your organization's name and address must exactly match the information you provided us on your Form W-9
- The "Budget Task Number and Name" column should correspond to the tasks in the budget in the work plan approved by the Project Manager or to those provided in the contract.
- The "Task Budget" column should correspond to the project budget in the Work Plan approved by the Project Manager or as provided in the contract.
- The "Costs Incurred This Period" should correspond to the amount being invoiced for each task for the time period covered by the invoice.
- The "Total Cost to Date" is the total of all previous billings including "Cost of Project This Period".
- The "Remaining Balance" column refers to the "Task Budget" minus the "Total Cost to Date".
- Enter the amount that will be withheld (typically 5% or 10%); see "Costs and Disbursement" section of the agreement. **This should be entered as a negative number.**

- If requesting release of previously withheld funds because this is the final invoice or completion of work consistent with the “Costs and Disbursement” section of your agreement allows withheld funds to be released, enter amount in “Release of Withholding” box.
- Check “Final Invoice” or “Task Completion” box if applicable.
- The Total Amount Requested will be automatically calculated.
- **No signature is required** in the “Certification of Grantee/Contractor” because the invoice will be routed to you for electronic signature by the Authority. Please type name, title, and date. **Mailed or faxed copies of the Request for Disbursement are NOT acceptable.**

In the “Fund Source” box at the bottom left, type in the codes provided to you by your Authority Project Manager.

## **Side 2**

**The Grand Total (Subtotals A1, A2, A3, and B) should equal Side 1 Total Cost of Project This Period.**

- A. GRANTEE/CONTRACTOR DIRECT EXPENDITURE: This refers to direct expenditures that the Grantee/Contractor actually incurred including Materials, Equipment, Travel, Labor, and subcontractors.
1. Direct Costs: Materials and Equipment: Items in this section refer to project implementation materials, travel costs, rental equipment, or costs of operating Grantee’s/Contractor’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. Scan all receipts. 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 above linked CA State approved costs. A mileage schedule is required for travel reimbursement by auto (which can be in the form of a table with the date, to/from locations, mileage driven, and a short description of the purpose). Make sure to note receipt or invoice numbers in the second column. If you need more lines than provided on the form list them on a separate sheet and put the subtotal of that sheet onto one of the lines provided.
  2. Labor Description: This refers to salaries, benefits, etc. of Grantee’s/Contractor’s own personnel. When invoicing for **labor costs**, include staff name, job title, hourly wage, number of hours and the total costs. Pay stubs and timesheets are not required to be submitted but grantees should maintain these records for audits.
  3. (D) Sub-Contractor’s Expenditure (C): This refers to Grantee’s/Contractor’s payments to consultants, construction firms, etc. with which the Grantee/Contractor has entered into contracts for performance of work under the agreement. Your Project Manager must review and approve the qualifications of any subcontractor proposed for use under the grant or contract. See your agreement for more details. **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. Subcontractor invoices must either be signed or on the subcontractor’s letterhead. Associated subcontractor invoice numbers should be recorded in the second column. If you need more lines than provided on the form list them on a separate sheet and put the subtotal of that sheet onto one of the lines provided.

B. **INDIRECT COSTS:** Enter the indirect cost rate used as a percentage (\_\_\_\_\_% ) and then enter the amount of indirect costs charged to this invoice. The indirect cost rate should match the rate in the approved work program. See our [budget guidelines document](#) for more information on indirect costs.