

A photograph of the California State Capitol building in Sacramento, featuring a prominent dome and classical architectural details. The image is partially obscured by a white, wavy graphic element at the bottom.

ADULT REENTRY GRANT

DESK REVIEW SUPPORTING DOCUMENTATION

Instructions for Completing the Invoice Supporting Documentation Packet

- You will receive a Word Doc 'Instructions for Completing the Supporting Documentation Packet'
- Invoice and Desk Review should always match.
- Desk Review is separate from the invoice and progress report.



Invoice Supporting Documentation Packet

Must have Supporting Documentation for all expenditures claimed on invoices.

Must submit:

- 1. Grantee Invoice Supporting Documentation Checklist
- 2. Grantee Salaries and Benefits Worksheet
- 3. Supporting Documents, labelled



Supporting Documentation Checklist

- The checklist is the required cover page for the Desk Review Supporting Documentation Packet
- Ensure you include the Grantee Name, the Program (ARG WHO or RA Cohort III), the Invoice #, and the Reporting Period
- All grant funded amounts listed on the Invoice must also be listed on the checklist
- Ensure that all supporting documents within the packet are accurately labeled on the checklist, and ensure the amounts and items listed match the amounts and items on the Invoice
- As the Invoice Worksheet rounds to the nearest dollar, you can round the Grant Funds amounts and Invoice Total amount
- Must be signed and dated by your project's Authorized Financial Officer; wet or digital signatures are accepted
- All expenditures should clearly correspond to a Line Item Detail in the project budget; remember, each Line Item Detail is essentially a 'piggy bank'






Grantee Invoice Supporting Documentation Checklist

Grantee Name: CBO
Program: Adult Reentry Grant **Invoice #:** 1 **Reporting Period:** 7/1/19-9/30/19

This Checklist will be the cover page of your supporting documentation packet. Complete the checklist to match the invoice listed above. **This Checklist is not an invoice; you must submit your invoice separately.**

	Grant Funds	Attached Docs	For BSCC Use Only	
			✓	Initial
1. Salaries & Benefits	\$2,347.00	Grantee Salaries and Benefits Worksheet Attached		
2. Services & Supplies	\$489.00	Serv & Sup - Doc #1 Serv & Sup - Doc #2		
3. Professional Services	\$141.00	Payroll Services - Doc #1		
4. NGO Subcontracts	\$25,000.00	NGO Subcontract - Doc #1 NGO Subcontract - Doc #2		
5. Equipment / Fixed Assets				
6. Data Collection and Progress Reporting				
7. Other (Travel, Training, etc.)				
8. Indirect Costs				
Invoice Total	\$ 27,977.00			

I have reviewed the attached invoice packet and supporting documentation and hereby certify it is true and correct that the supporting documentation is sufficient to substantiate expenditures; and that all expenditures claimed meet the criteria and requirements of the grant program.

Veronica Silva, Veronica Silva 10/13/2019
 Authorized Financial Officer: Printed Name, Signature, Date

Salaries and Benefits Worksheet

- The Salaries and Benefits Worksheet is required for the Desk Review
- Identify program details
- Must be signed and dated by the Authorized Financial Officer, certifying the information is true and correct; wet or digital signatures are accepted
- Timesheets do not need to be included in the Desk Review Supporting Documentation Packet
- Ensure staff names/positions correspond to the information in the Salaries and Benefits category in your project budget. Identify titles of positions as they are provided in the project budget
- For consistency, report wage information in the manner the wage information is provided in the project budget (FTE salary / hourly)
- If you are reporting OT, please document in a separate entry on the Salaries and Benefits Worksheet; provide justification on Invoice Worksheet in the comments section
- Please input these calculations into the Expenditures Description section on the Invoice Worksheet

CORRECTIONS
PLANNING AND
GRANT PROGRAMS **CPGP**

Grantee Salaries and Benefits Worksheet

Grantee Name: _____

Program: Adult Reentry Grant Project Title: WHO / RA Invoice #: _____ Reporting Period: _____

I have reviewed this Grantee Salaries and Benefits Worksheet. By signing I hereby certify that it is true and correct and that all timesheets and supporting documents (including time studies) necessary to substantiate these expenditures are maintained on the project site and will be available upon request. All salaries and benefits claimed meet the criteria and requirements of the grant program.

Authorized Financial Officer: Printed Name _____ Signature _____ Date _____

Wages Total	\$0.00
Benefits Total	\$0.00
Total Compensation	\$0.00

Complete this worksheet for *Grantee* staff whose wages are listed as expenditures under Salaries & Benefits during this reporting period. The total grant funds shown above must match the amount on the invoice.

Note: For hourly employees that work varying hours each month, enter the total number hours for the quarter in Column C, the hourly pay rate in Column D, and then enter 1 in Column E. See examples in red below.

A	B	C	D	E	F	G	H	I	J	K
Staff Name	Staff Position	# of hours or % of FTE	Monthly Salary	Enter # of Months (1, 2, or 3)	Wages Total	Benefit Rate %	Benefit Total	Total Compensation	For BSCC Use Only	
Bob Smith	Counselor	20.50	\$42.25	1	\$866.13	34%	\$294.48	\$1,160.61	Comments	Initials
Sharon Brown	Probation Officer	16.00	\$25.000	1	\$400.00	\$0.00	\$0.00	\$400.00		

CORRECTIONS
PLANNING AND
GRANT PROGRAMS **CPGP**

Grantee Salaries and Benefits Worksheet

Grantee Name: _____

Program: Adult Reentry Grant Project Title: WHO / RA Invoice #: _____ Reporting Period: _____

I have reviewed this Grantee Salaries and Benefits Worksheet. By signing I hereby certify that it is true and correct and that all timesheets and supporting documents (including time studies) necessary to substantiate these expenditures are maintained on the project site and will be available upon request. All salaries and benefits claimed meet the criteria and requirements of the grant program.

Authorized Financial Officer: Printed Name _____ Signature _____ Date _____

Wages Total	\$0.00
Benefits Total	\$0.00
Total Compensation	\$0.00

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Bob Smith	Counselor	20.50	\$42.25	1	\$866.13	34%	\$294.48	\$1,160.61	Comments	Initials
Sharon Brown	Probation Officer	16.00	\$25.000	1	\$400.00	\$0.00	\$0.00	\$400.00		

Eligible Project Expenditures

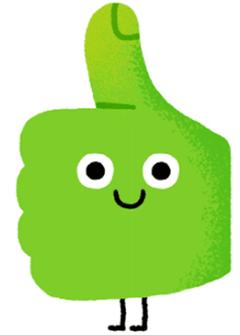
Some examples of eligible project expenditures include:

Salaries and benefits for project staff

Services and supplies directly associated with the project

Lease payments for office space

Food and beverages for program participants **WITH PRIOR APPROVAL**. – Forgetting to get prior approval is one of our more common errors



Ineligible Project Expenditures

Ineligible project expenses:

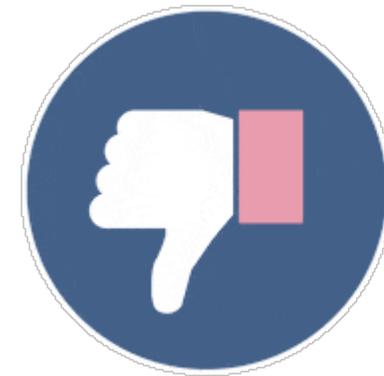
The acquisition of real property

Supplanting existing programs, project resources, or personnel

Bonuses or commissions

Lobbying or fundraising activities

Costs incurred outside the grant period



For more information regarding eligible and ineligible project expenses, please see the July 202 Grant Administration Guide here:

Backup Documentation

amazon.com Amazon.com - Order 123-4567890-1234567

Services & Supplies Doc #3

Final Details for Order #123-4567890-1234567
[Print this page for your records.](#)

Paid By: CBO Name
Placed By: Bob Smith
Order Placed: August 13, 2019
Amazon.com order number: 123-4567890-1234567
Order Total: \$647.27

Shipped on August 14, 2019

Items Ordered	Price
2 of: Finnez Window Film - for Privacy and Light Protection Vinyl Sticker Film Creates a Frosted Glass Look Static Cling Perfect for Home and Office 35.4"x78.7" Sold by: FINNEZ - USA (seller profile) Business Price Condition: New	\$21.90

Shipped on August 14, 2019

Items Ordered	Price
1 of: NETGEAR S2-Port Gigabit Ethernet Smart Managed Pro PoE Switch (GS752TP) - with 48 x PoE+ @ 380W, 4 x 1G SFP, Desktop/Rackmount, and ProSAFE Lifetime Protection Sold by: Amazon.com Services LLC Condition: New	\$499.99
2 of: Lchen Hanging Room Divider Panels, 12 pieces Safety PVC Screen Panels Living, Dining, Study and Sitting-Room, Hotel, Bar Decoration (Black01, 15.7"x15.7"x0.032") Sold by: LCHEN (seller profile) Condition: New	\$27.99

Shipping Address:
[Name]
[Address]
[Address]

Shipping Speed:
Two-Day Shipping

Payment information

Payment Method: Visa Last digits: 1234	Item(s) Subtotal: \$599.77 Shipping & Handling: \$0.00 ----- Total before tax: \$599.77 Estimated tax to be collected: \$47.50 ----- Grand Total: \$647.27
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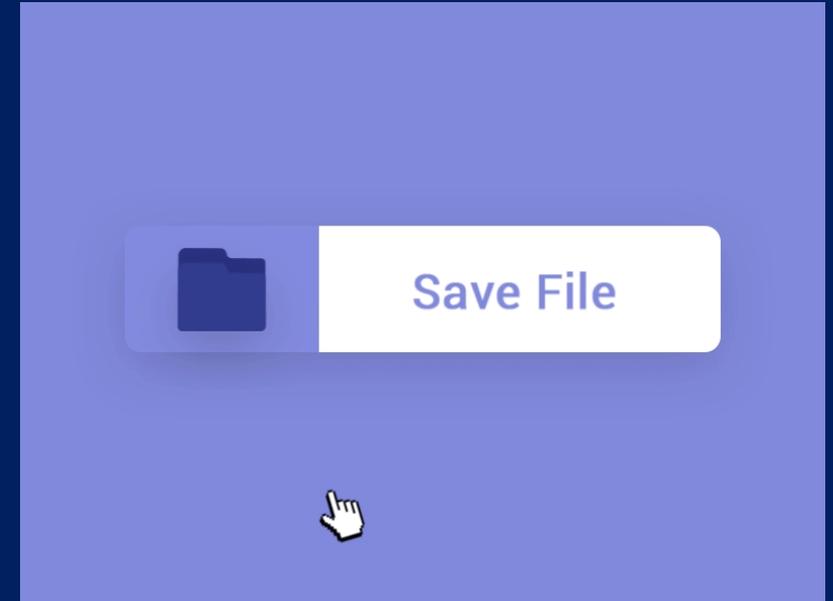
Credit Card transactions

Visa ending in 1661: August 14, 2019: \$603.47
Visa ending in 1661: August 14, 2019: \$43.80

- Include sufficient supporting documentation
- Organize supporting documents
- Supporting documents can be invoices, emails, receipts, etc
- Coversheet for each budget category
- Label all documents
- Provide methodology for allocations
- Each expenditure should clearly correspond to project budget
- Correct dates: Expenditures from prior quarters will require Field Rep approval.

Invoice Supporting Documentation Packet

- Assemble and submit the completed Packet.
- Save as single PDF in the order outlined here.



Backup Documentation

Supporting Documentation file name:

Grantee Name, Supporting Docs for Inv. #, Contract #

1

2

3

4

5

6

7

8

- Please note that the documents correspond with the order of the categories on the Invoice Worksheet and Document Checklist, with cover pages before each section
- All timesheets and supporting documentation must be maintained on the project site and be available to BSCC staff upon request
- It is your responsibility to ensure that supporting documents easily connect to the Supporting Documentation Checklist and expenditures listed on the Invoice
- Ensure supporting documents are in a single electronic file saved in the manner above, then uploaded to the OneDrive

ARGCohort3@bscc.ca.gov

Please have the Authorized Financial Officer (AFO) send a notification e-mail so we know the submission is ready for review.



OneDrive

Quiz – Enter your Responses in the Chat

Question #1 True or False

Supporting documents may be submitted in any order.



60 Second Timer

Question #2 Multiple Choice

When unsure if a document should be included with your Supporting Documents, you should:

- A. Include it and let the BSCC figure out if it's relevant.
- B. Refer to the Instructions to see if it is relevant.

Quiz – Enter your Responses in the Chat

Question #1 **FALSE**

The order of the supporting documents should correspond with the order the categories appear on the Invoice Worksheet and the Document Checklist.

60 Second Timer

Question #2 **B**

When unsure if a document should be included with your Supporting Documents, you should:

- A. Include it and let the BSCC figure out if it's relevant.
- B. **Refer to the Instructions to see if it is relevant.**

Unacceptable Desk Review

From Invoice Supporting Docs Checklist

	Grant Funds	Attached Docs
1. Salaries & Benefits	\$15,000	S&B Worksheet, <u>timesheets</u>
2. Services & Supplies	\$1,850	Office Supplies, Target Receipt, Mattress Warehouse Receipt

Timesheets should NOT be included with the Desk Review.

This number should always match the invoice.

From Corresponding Invoice

30,000	Staff Position A: .5 FTE @ \$120,000 for 3 months= \$15,000 / Total: \$30,000
1,850	Target Receipt for <u>supportive services</u> (tooth brushes, clothing) Warehouse Receipt for <u>temporary housing needs</u> : mattresses computer monitors from Office Depot at \$250 each= \$750

Documents should be labeled "Services and Supplies Doc #1, S&S Doc #2, etc".

Documents should be listed on the checklist in the same order that the costs are shown on the invoice.

Acceptable Desk Review

From Invoice Supporting Docs Checklist

	Grant Funds	Attached Docs
1. Salaries & Benefits	\$30,000	S&B Worksheet
2. Services & Supplies	\$1,850	Services and Supplies Doc #1-3 Doc #1 – Target Receipt \$150 Doc #2 – Mattress Warehouse Receipt \$900 Doc #3 - Office Depot Receipt \$750

From Corresponding Invoice

30,000	Staff Position A: .5 FTE @ \$120,000 for 3 months= \$15,000 / Total: \$30,000
1,850	Target Receipt for <u>supportive services</u> (tooth brushes, clothing) Warehouse Receipt for <u>temporary housing needs</u> : mattresses computer monitors from Office Depot at \$250 each= \$750

Questions?



Group Desk Review Activity

You will be assigned to breakout rooms, and work together to create a group Desk Review with Supporting Documentation.

