

## Examples of Invoice Expenditure Narrative Descriptions for Grants Administered by the BSCC

The BSCC Grants Division would like to provide some helpful information about the invoicing review process and how we can minimize corrections so we can provide prompt and timely reimbursement for grant expenditures.

Invoice Review Process- BSCC staff ensures:

- The total dollar amount claimed in each line-item matches the amount(s) listed within the corresponding line-item description box in the lower half of the invoice sheet.
- The information listed within the line-item description box is in alignment to the original application narrative provided by the grantee by comparing the two documents.
  - The level of detail provided in the expenditure description boxes is essential in providing a clear depiction of how grant funds are being utilized per the grantee application.
  - A brief, detailed summary of how the grant funds were used including the dollar amount for each expenditure will aid in reconciliation efforts, reducing the need for further inquiries about invoice information.
  - There may be circumstances the BSCC will request additional documentation for certain expenses; however, in general, standard invoice submittals will not require any supporting documentation. As stated above, accurate descriptions and dollar amounts will assist in faster processing.

Below are examples of expenditure narrative with detailed descriptions for invoicing.

Salaries & Benefits:

Salaries & Benefits	\$12,680	Sheriff Deputy II = \$12,680 for 200hrs   Salary and Benefits (Avg hrly rate + incentives =\$46.34 x 200 hrs = \$9,268) + (Avg benefits rate=36.813% x \$9,268 = \$3,411.83)
Salaries & Benefits	\$24,247	M. Woods 1FTE Cannabis Code Enforcement Officer \$3,748.80/month = \$11,246.40 includes benefits. 20hrs OT at \$44/hr. = \$880.00. Total \$15,102.65 T. Mowry .5FTE Crime Analyst Officer 480 salary hours @ \$19.05/hr. = \$9,144.00

Services & Supplies:

Services & Supplies	\$52,072	Planet Labs – Satellite Imagery = \$49,995 Computer, Monitor, and Peripherals=\$758.52 Cisco Phone = \$391.88 Cell phone + protective case = \$59.45 Tablet & Protective Case=\$449.91 Accela License = \$348.81 Basic office supplies for project staff = \$68
---------------------	----------	---

Professional Services:

Professional Services	\$59,770	Contract with County Office of Education to provide Prevention and Intervention Services – program services, supplies, and program training.  \$32,126.19 Salary & \$15,437.84 Benefits for one employee (Youth Counselor) \$12,000 Professional services for media campaign deliverables \$205.62 Communication fees
-----------------------	----------	---

NGO Subcontracts:

NGO Subcontracts	\$15,201	Community Resolution contract- payment for services rendered this quarter: \$12,500 = 1 FTE Substance Use Counselor \$251 = Training materials for groups \$500 = participant incentives per matrix \$1,950 = food for 15 participants at weekly group sessions (\$10 max each)
------------------	----------	---

Indirect Costs:

Indirect Costs	\$1,433	Indirect cost is 10% of Salary and Benefits Only: $\$14,331.25 \times 10\% = \$1433.12$
Indirect Costs	\$5,248	10% of this quarter's direct costs (\$52,482) = \$5,248

Equipment/Fixed Assets:

Equipment/Fixed Assets	\$7,609	\$7,608.56 Dump trailer for use at program site.
------------------------	---------	--

Data Collection:

Data Collection	\$1,600	One-time billable hours for IT provider to create ad hoc reporting for providing BSCC with data per the quarterly progress report and Local Evaluation Plan project measures. 32 hours at \$50/hour = \$1,600
-----------------	---------	---

Project Evaluation:

Project Evaluation	\$8,845	<p>Research and Evaluation Services –</p> <p>Month 1 Evaluation services for grant activities: Health and Safety (7.5 hours), Code Enforcement (16 hours) at \$145 / hour for a total of \$3407.50</p> <p>Month 2 Evaluation services for grant activities: Health and Safety (4 hours), Code Enforcement (11.5 hours) At \$145 / hour for a total of \$2247.50</p> <p>Month 3 Evaluation Services for grant activities: Health and Safety (10 hours), Code Enforcement (12 hours) At \$145 / hour for a total of \$3190</p>
--------------------	---------	--

Sustainability Planning:

Sustainability Planning	\$,1542	<p>Room rental for quarterly strategic planning meetings for community and government partners for continued services post-grant contract - \$500</p> <p>.25 FTE Analyst solely for researching grants, partnerships, leveraging funding streams for sustaining Prop 64 grant project \$1,042</p>
-------------------------	---------	---

Other:

Other	\$650	<p>Deputy Sheriff - \$325 registration for an Anti-Drug training to gain outreach techniques and increase knowledge of impacts on youth.</p> <p>Counselor - \$325 registration for Anti-Drug training</p>
-------	-------	---

Financial Audit:

Financial Audit	\$10,000	Contract with ABC Financial, CPA for full 3-Year fiscal Proposition 64 audit requirement. \$10,000
-----------------	----------	--