Proposition 47 Grant Program

Invoice and Budget Modification Instructions
1. Locating Your Invoice

The first step is locating your invoice on our website. Once you get to the home page, click on the Grants icon to be directed to the Corrections Planning and Grants Programs (CPGP) homepage.

www.bscc.ca.gov
2. Quick Links

Grantees can locate the appropriate financial invoice by clicking “Grantee Invoicing” under our Quick Links, located on the right side of the CPGP page.
3. Program Selection

A new window will open and bring you to the Grantee Invoicing Page where you will find a list of all of our grant programs.

Scroll down and click the Proposition 47 Program to select your project.
4. To Access Your Invoice, Click on the Excel Link Under Your Agency Name

Please note: The example shown above is for Prop 47 Cohort 1.
5. Opening and Saving Your Invoice

- Invoicing/budget modification files must be used on a local computer and not within the web browser.
- Therefore, files must be DOWNLOADED AND SAVED to a local computer **prior to each reporting period** (this will ensure the most current budget information is being used on the invoices/budget modifications).
- In addition, downloaded files SHOULD NOT BE RENAMED when saved to the local computer, or the on-line submittal link will NOT WORK.
- The on-line invoicing process relies on Microsoft Outlook being configured on the local computer; if the computer you will be using does not have Microsoft Outlook available, you will need to email your invoice workbook as an attachment to: **BSCCProp47Grants2@bscc.ca.gov**

Save the invoice to your computer using the **same name** as the existing document.
6. Password to Open Invoice

The user will be prompted to enter a password to open the invoice. Your password is the unique grant identification number located on your contract. The password resembles the following format: XXX-XX (example: 805-19).
7. Enable the Macros

Once your invoice is open, you must **Enable the Macros**. You will not be able to complete the invoice unless macros are enabled.
8. Completing the Appropriate Invoice

The online invoice is arranged by tabbed worksheets (Invoice 1, Invoice 2, etc.). Make sure you click the tab that corresponds to the appropriate invoice.
Additional Tabs

There are also tabs within your invoice workbook where you can find your Budget Modification Form, Invoice Due Dates, and Instructions on completing and submitting invoices and budget modifications.
9. Reporting Funds

The invoice fields are color coded for easy reference. Fields shaded in green will allow data entry, all other fields are locked. Enter line item expenditures incurred in the section entitled “This Period.”

Note: If an amount is entered into a cell which is greater than the balance available, an Invalid Dollar Amount error message will appear and the corresponding cells in the “Balance” column will highlight in red. If the error is typographical, click “Retry.” If the expenditure amount is correct, you will need to submit a budget modification form prior to submitting the invoice.
10. Expenditure Description

**Units/$ Amount**

| A | B | C    | D    | E    | F    | G    | H    | I    | J    | K    | L    | M    | N    | O    | P    | Q    | R    | S    | T    | U    | V    | W    | X    | Y    | Z    |  |
|---|---|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|
|   |   | **STATE FUNDS CLAIMED THIS PERIOD** |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 26 | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z | 100 | 0 |  |
| 27 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 28 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 29 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 30 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 31 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 32 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 33 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 34 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 35 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 36 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 37 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 38 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 39 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 40 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 41 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 42 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 43 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 44 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 45 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 46 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 47 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Any line item expenditures incurred in “This Period” must be described in some detail in the “Expenditure Description” section.
11. Instructions/Examples for Expenditure Description Section

Examples of the level of detail that should be included can be found in the far right-hand column at the bottom of the invoice.
12. Leveraged Funds

Leveraged funds must be reported on the invoice. Provide a detailed description for Leveraged Funds, just as you would for Grant Funds.
## Sample Expenditures Descriptions

<table>
<thead>
<tr>
<th>Category</th>
<th>State Funds</th>
<th>Leveraged Funds</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Salaries &amp; Benefits</strong></td>
<td>$13,781</td>
<td>$14,224</td>
<td>1.21 FTE Youth Mentoring Staff; 0.24 FTE Facilitator; 0.17 FTE Navigator</td>
</tr>
<tr>
<td><strong>Services &amp; Supplies</strong></td>
<td>$1,248</td>
<td>$1,499</td>
<td>1.28 FTE Youth Mentoring Staff; 0.42 FTE Facilitator; 0.18 FTE Navigator</td>
</tr>
<tr>
<td><strong>Professional Services/Public Agency Subcontracts</strong></td>
<td>$215</td>
<td>$279</td>
<td>Supportive Services for Clients - $423.10</td>
</tr>
<tr>
<td><strong>CBO Subcontracts</strong></td>
<td>$0</td>
<td>$0</td>
<td>General &amp; Liability Insurance - $215.18</td>
</tr>
<tr>
<td><strong>Indirect Costs</strong></td>
<td>$1,378</td>
<td>$1,422</td>
<td>Indirect Costs/Administrative Overhead - $1,378.11 (10% of Salaries/Benefits)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Indirect Costs/Administrative Overhead - $1,422.40 (10% of Salaries/Benefits)</td>
</tr>
</tbody>
</table>
13. Entering Additional Data

Complete the green shaded sections at the bottom of the invoice for the “Person Preparing Report” and “Authorized Financial Officer.” Save the document (keeping original file name), then electronically forward the invoice via e-mail or a local shared network to the authorized project Financial Officer for review and approval.

*Please note: The Person Preparing the Report and the Authorized Financial Officer must be two different people.
14. Certifying Your Invoice

The Authorized Financial Officer must review the completed invoice and, if approved, check the certification box.

The box must be checked prior to submission to BSCC.

The Certification box acts as the Financial Officer’s signature of authorization.
15. Submitting Your Invoice

Once reviewed and certified, the Financial Officer can click the button entitled “SUBMIT.” This will electronically submit the invoice to BSCC.

*If you do not have Microsoft Outlook configured on your computer, you will need to email the invoice workbook as an attachment to: BSCCProp47Grants2@bscc.ca.gov
Additional Invoice Tips and Notes

• After you hit the “SUBMIT” button, a dialogue box may appear stating a program is trying to send an email on your behalf. Wait until the “Yes” button is enabled, and click “Yes” to send the invoice. Once the invoice is sent, a message will appear confirming the action, click “OK” to confirm. Examples below:

![Microsoft Outlook dialog box](image1)

And then
Click OK

![Microsoft Excel dialog box](image2)

• Following invoice approval by a BSCC Field Representative, an updated on-line invoice workbook will be available on the BSCC website. Note: All prior expenditures and modifications will then be viewable in a locked format.

• For each reporting period, download the most current version of the invoice from the website under “Quick Links”.
**BSCC Invoice Process**

1. **Grantee downloads most current invoice off BSCC website, and submits to BSCC electronically.**

2. **BSCC Fiscal Analyst reviews invoice for accuracy, and forwards to Field Representative for approval.**

3. **Field Representative returns approved invoice to Fiscal Analyst. Analyst codes and uploads most current invoice spreadsheet on BSCC website and submits invoice to BSCC Fiscal Section.**

4. **BSCC Fiscal reviews invoice and provides to State Controller’s Office (SCO) to cut a warrant for invoice amount.**

5. **SCO will send all checks directly to the grantee at the address listed in the "BSCC Vendor Data" section of the invoice form.**
Budget Modifications

• A Budget Modification is a form that must be completed whenever a grantee needs to move funds:
  (a) from one budget category to another or
  (b) within the Salaries & Benefits category.

  – For example, if you need to reallocate funds from CBO Contracts to Services and Supplies or if you need to make changes to staffing.
Budget Modifications (cont.)

- Grantees MUST contact a BSCC Field Representative to discuss the modification prior to submitting any Budget Modification requests.
- Grantee must provide adequate justification detail within the narrative section for why the movement of funds need to occur.
- Allow 10 working days for the modification form to be completed prior to completing the corresponding invoice, while still keeping within the required invoice submittal time frame (45 days following the reporting period).
Locating the Budget Modification Form

<table>
<thead>
<tr>
<th>Line Items</th>
<th>CURRENT BUDGET</th>
<th>AVAILABLE BUDGET</th>
<th>CHANGES (+/-)</th>
<th>MODIFIED BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>State Funds</td>
<td>Leverage Funds</td>
<td>State Funds</td>
<td>Leverage Funds</td>
</tr>
<tr>
<td>Salaries &amp; Benefits</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Professional Services</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Subcontracts</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Indirect Costs</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Data Collection &amp; Evaluation</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Fixed Assets/Equipment</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Other</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

JUSTIFICATION FOR MODIFIED BUDGET:

**BUDGET MODIFICATION**
1. Completing the Modification

The modification fields are **color coded** for easy reference.

Complete the green highlighted area at the top right of the form by writing in the invoice number you want the modified budget to be effective for.
2. Consider Your Budget

The Budget shown on the Budget Modification page is reflective of the original budget proposed to BSCC. You will also be able to view the available remaining balance on each budget line item.
Complete the “Changes (+/-)” section, with the proposed budget changes (use whole dollar amounts only). Once complete, the column total in this section must equal zero. If anything other than a zero balance appears, the proposed changes need to be corrected as the system will not allow submittal to the BSCC with errors.
### 4. Completing the Justification

Be sure to complete the “Justification for Modified Budget” section by explaining in sufficient detail why the change is needed. Even though you have discussed this with your Field Representative, this section still must be completed in detail.

<table>
<thead>
<tr>
<th>Line Item</th>
<th>CURRENT BUDGET</th>
<th>AVAILABLE BUDGET</th>
<th>CHANGES (+/-)</th>
<th>MODIFIED BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>State Funds</td>
<td>Leveled Funds</td>
<td>TOTAL</td>
<td>State Funds</td>
</tr>
<tr>
<td>Salaries &amp; Benefits</td>
<td>$ -</td>
<td>$ 8,368</td>
<td>$ 8,368</td>
<td>$ -</td>
</tr>
<tr>
<td></td>
<td>$ 31,769</td>
<td>$ 40,000</td>
<td>$ 71,769</td>
<td>$ 6,498</td>
</tr>
<tr>
<td></td>
<td>$ 133,366</td>
<td>$ 133,366</td>
<td>$ 266,732</td>
<td>$ 52,672</td>
</tr>
<tr>
<td></td>
<td>$ 127,519</td>
<td>$ 127,519</td>
<td>$ 255,038</td>
<td>$ 37,025</td>
</tr>
<tr>
<td>Indirect Costs</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>Data Collection &amp; Evaluation</td>
<td>$ 32,517</td>
<td>$ -</td>
<td>$ 32,517</td>
<td>$ 25,933</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$ 325,171</td>
<td>$ 309,253</td>
<td>$ 634,424</td>
<td>$ 122,638</td>
</tr>
</tbody>
</table>

**JUSTIFICATION FOR MODIFIED BUDGET:**

[Blank space for justification]
5. Entering Additional Data

Complete the green shaded sections at the bottom of the Modification for the “Person Preparing Report” and “Authorized Financial Officer.”

Note: The Person Preparing the Report and the Authorized Financial Officer must be two different people.

Save the document (keeping original file name), then electronically forward the invoice via e-mail or a local shared network to the authorized project Financial Officer for review and approval.
6. Certifying the Modification

The **Financial Officer** must review the completed Modification and check the certification box for approval.

The box must be checked prior to submission to BSCC. The Certification box acts as the Financial Officer’s signature for authorization.
7. Submitting the Modification

Once reviewed and certified, the Authorized Financial Officer can click the button entitled “SUBMIT.” This will electronically submit the invoice to BSCC.

*If you do not have Microsoft Outlook configured on your computer, you will need to email the entire invoice workbook as an attachment to: BSCCProp47Grants2@bscc.ca.gov

Note: Budget modifications may only be submitted to the BSCC by the Authorized Financial Officer.
Additional Tips and Notes

• Once BSCC staff reviews and approves the requested budget changes, a revised invoice workbook with the new budget allocations will be placed on the web.

• Grantees will receive an email from staff regarding the approved changes, along with an updated invoice workbook that reflects the modified budget.

• It is necessary to receive budget modification approval from your Field Representative prior to accessing and submitting the subsequent invoice.
BSCC Budget Modification Process

Grantee downloads most current invoice spreadsheet off BSCC website to submit request.

BSCC Fiscal Analyst reviews Budget Modification for accuracy, and provides to Field Representative for authorization.

Field Representative returns approved modification to Fiscal Analyst, who then moves a copy of the modification next to correlating invoice on spreadsheet.

Grantee receives email informing of approved request.

Total process takes approximately 10 working days.
Scenario 1 – Budget Modification

- Your agency submitted a proposal which projected a plan to contract client case management to another governmental agency. You experienced a delay in start-up for your project, and discovered the agency is no longer going to be able to provide the services.
- You have determined that you can hire a new employee for the remainder of the grant period, who can take on the case management work load.
- As a result, you will have to move funds from the Professional Services category to the Salaries & Benefits category to cover the new employee’s payroll.
- **You must submit a Budget Modification when requesting a to move funds between budget categories.**
Scenario 2 – Budget Modification

In your original proposal, your agency allocated a position with very specific mental health qualifications. This position was deemed essential to this program because of the person’s specific qualifications and training. After a few months, the person in this position decided to leave your agency. You are able to hire two part-time people to get most of the work done, but will have to reduce the type of services and the quality from those originally proposed. However, there will be no change in the budget as the cost of both part-time persons is the same as the cost of the original employee.

You must submit a Budget Modification when requesting a change to Salaries & Benefits, even though it does not alter the overall budget. You must also provide a justification explaining how the new employees are qualified for the position.
Scenario 3 – Budget Modification

Your agency fostered an alliance with a Community-Based Organization (CBO) when writing the proposal. Two months into the grant, the CBO stopped performing and it became apparent that you would need to replace their services with a new CBO in order to meet your projections. You found a new CBO to replace the one that is non-performing who also has the ability to offer additional services, and expand the geographical area in which you are serving, however their services are going to cost more than the initial CBO.

A formal budget modification is necessary only if you plan to reallocate funds from another budget category to cover the additional expenditures of the new CBO.

If the movement of funds is not necessary, a formal Budget Modification is not required, but the change should be discussed and documented with the Field Rep and the Field Rep may request updated budget pages.
Eligible Project Expenses

The following project-related costs are eligible for reimbursement if paid for with grant funds. These costs may also be claimed as leveraged funds. Grantees must maintain adequate supporting documentation for all costs claimed on invoices, both grant-funded and leveraged.

1. **Salaries and Benefits** for project staff (applicant agency only).
2. **Services and Supplies** directly associated with the project.
3. **Travel** necessary for the success of the project (claimed in “Other” category):
   
   Out-of-state travel is restricted and only allowed in exceptional situations. Grantees must obtain prior approval from the BSCC for any out-of-state travel by submitting an out-of-state travel justification to the Field Representative, detailing travel agenda and scope. The justification must be complete and show the benefits to the project in terms of the relationship to the projects goals, objectives, and activities.

4. **Professional Services/Public Agency Subcontracts**, including services provided by other governmental agencies or professional consultants such as auditing or project management agencies.
5. **Fixed Assets/Equipment** necessary for the project.

   **Note:** The expenditure of grant funds for fixed assets exceeding $3,500 per item requires *prior approval* from the BSCC. The project director must submit a written declaration that the equipment to be purchased is: 1) to be used for services directly associated with the project, 2) essential to the success of the project, and 3) less expensive than leasing or renting the equipment for the grant period (based on a thorough investigation of lease and rental options).

6. **Lease payments** for office space and/or equipment needed for the project.

7. **Miscellaneous costs** for stipends, transportation, books and supplies, special equipment, job related/training materials, and apprenticeship costs for program participants.

   **Note:** Grantees must receive *prior approval* for program incentives that include monetary stipends or gift cards even if requested in the original application.
Eligible Project Expenses (cont.)

7. **Purchase or lease of a vehicle** necessary for the project. **Note**: The expenditure of grant funds to purchase or lease a vehicle requires **prior approval** from the BSCC, even if requested in the original application.

8. **Food and beverages for program participants.** Under certain circumstances, the purchase of reasonable food items is allowable to encourage program participation. The purchase of food and beverages requires **prior approval** from the BSCC, even if requested in the original application.

9. **Indirect Costs** necessary to the operation of the organization and performance of the project. The cost of operating and maintaining facilities, depreciation and administrative salaries are examples of indirect costs. The percentage of grant funds that can be expended on indirect costs varies by program.

*See July 2016 Grant Administration Guide*  
(http://www.bscca.ca.gov/s_correctionsplanningandprograms.php)
Ineligible Project Expenses

_Ineligible_ project costs include but are not limited to:

1. The acquisition of real property.
2. Programs or services provided in a custodial setting (with the exception of outreach and reentry planning).
3. Fixed assets over $3,500 _per item_ (unless the BSCC approves a written declaration from the project director as described under Eligible Project Expenses).
4. Supplanting existing programs, projects, resources, or personnel.
5. Personal injury compensation or damages arising out of or connected with the project, whether determined by adjudication, arbitration, negotiation or otherwise.
6. Fines and penalties due to violation of or failure to comply with federal, state or local laws and ordinances.
7. Interest on bonds or any other form of indebtedness required to finance project costs. All costs incurred in violation of the terms, provisions, conditions or commitments of the grant agreement.

8. All costs arising out of or attributable to grantee's malfeasance, misfeasance, mismanagement or negligence.

9. All costs arising out of or connected with subcontract claims against the grantee, or those persons for whom the grantee may be vicariously liable, including, but not limited to, any and all costs related to defense or settlement of such claims.

10. Guns, ammunition, and body armor.

11. Use of grant funds to “buy-out” unused sick leave, vacation/administrative leave time not accrued during the grant period.
Ineligible Project Expenses (cont.)

12. Use of grant funds for out-of-state travel (unless approved by BSCC on a case-by-case basis).
13. Bonuses or commissions.
14. Purchase of military-type of equipment.
15. Lobbying activities.
16. Fundraising activities.
17. Any costs outside the scope of the approved project or activities not directly related to the approved project.
18. Costs incurred outside the grant period.

*July 2016 BSCC Grant Administration Guide (http://www.bssc.ca.gov/s_correctionsplanningandprograms.php)*
Questions or Concerns?
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