RESTORE AMERICA'S ESTUARIES

INVOICING AND PROGRESS REPORTS

Invoice Do's

Keep

Keep every receipt, no matter the amount! If they can't print one, they can write one, or take a picture of whatever they have (Should be itemized)

Create

Create internal policies explaining who will be responsible for keeping receipts and sending invoices to RAE

- How will they track costs?
- Who will be checking their work?
- What checks and balances are in place?

Scan

Scan everything or take pictures so you have a digital copy

Notes

Write notes on the receipts if needed

- Was there something bought for another project?

Remember

Remember that the purchase must be in your approved budget.

- If you find you need something outside your original budget, contact Shahela.

Invoice Don'ts

Don't wait

Don't wait until the last minute

• Track things as you go instead of trying to round everything up when an invoice is due

Don't lose

Don't lose receipts

• If you do, you need to try to get a copy or we may not be able to reimburse for the cost

Don't forget

Don't forget to look back at your original budget

• All of the category amounts should match your original budget unless you have arranged for a budget modification with Shahela/Sara

Don't hesitate

Don't hesitate to ask questions!

• We are here to help you every step of the way!

Invoicing/Reporting Schedule

Report or Invoice	Period Covered	Due Date
Progress Report/Invoice 1	Start date (date of signature)-September 30, 2024	October 31, 2024 (5 days prior if possible)
Progress Report/Invoice 2	October 1, 2024- December 31, 2024	January 31, 2025
Progress Report/Invoice 3	January 1, 2025- March31, 2025	April 30, 2025
Final Report/Invoice	Entire Project period (completion of work no later than July 31, 2025)	30 days following completion of Project

You can submit invoices to RAE up to monthly, otherwise they are due quarterly
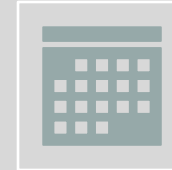
The January 31 invoice is really important, so please get it to us on time!

RAE has a calendar fiscal year, and we try to pay all previous fiscal year expenses as quickly as possible so we can get ready for our organizational audit

How to Invoice RAE

RAE will provide an Invoice Template for your use

This is based on the information in your grant agreement

Send the invoice and documentation as one PDF by email

We will send any questions or comments and wait for a revised version if needed

Please add a revised date to an invoice if you are sending back another version

Sit back and wait to get paid!

Documentation

- **Include:**
  - Budget table and invoice template (will be sent to you)
  - Description of what was purchased, miles driven (small budget narrative)
  - Itemized invoice or receipt with date and amount for each expenditure
  - Time sheets or Excel sheet showing name of person, hours worked, date worked and brief description of work done
  - Any relevant contracts/bids/quotes

- **Itemized receipts are a must!**

- **Please don't lose receipts, but if you do:**
  - **If it is under $25, complete a missing receipt form**
  - **If over $25, we might not be able to reimburse it**

Quarterly Progress Reports

- RAE will send a reminder a month before a report is due.

- Use the reporting template provided

- Reporting schedule is in your grant agreement, but we would appreciate you submitting your report in 5 days before the deadline.

- You will be uploading reports and photos to Blackbaud Grantmaking (same system you used for the application process)

- Grant Portal Link Click me!

Cover Information

Date:

Project Name:

Subaward Number: (Grant agreement Number)

Subaward Period (for entire Project):

Subrecipient Organization:

Report Contact Person, with telephone & email:

Project Leader (if different):

Reporting Period:

Report Type and Number: **Progress Report #**

Body of Report

- **Project Report Narrative-**Summarize the Project activities undertaken during the reporting period.
  - Be specific
  - Were there any challenges you ran into? Any successes?
  - How did you interact with your partners?
  - What events did you attend?
  - What meetings did you hold?

Budget Category	Total Budgeted LISCIF Funds	Grant Funds Expended This Period	Grant Funds Expended Cumulative	Grant Funds Remaining
Personnel				
Fringe				
Travel				
Equipment				
Supplies				
Contractual				
Other				
Total Direct				
Indirect				
Total				

Budget Table and Narrative

- Budget table should match the invoice submitted with your progress report
- You can copy and paste the budget narrative from your invoice

Comprehensive Conservation and Management Plan Implementation Actions

- **Comprehensive Conservation and Management Plan Implementation Actions –** List applicable Implementation Actions for project activities.
  - Check your grant agreement to see which Implementation Actions you listed.

- Reference: LISSCCMP-Update-2020-2024.pdf (longislandsoundstudy.net)

Volunteer Hours/Optional Match

Project/Activity	Date	Number of Volunteers	Hours Per Volunteer	Total Volunteer Hours

- Volunteer hours can be used for optional match
- Please have volunteers sign in so you can track the number of volunteers and hours

Applicant Portal

Log in Link: https://us.grantrequest.com/application.aspx?sid=6351&fid=35009

◦ At the top of the page, click on Requirements

    ○ *The main org POC will be the one who can see the progress report requirement and we can update that person if needed. Right now, it will be the same as the person who submitted the application.*

◦ Fill out the information and upload your progress report as a PDF

◦ Attached photos on the Attachment Page. You can email photos directly to Shahela if you have more than the system will allow.

◦ Review and Submit your progress report

◦ You will receive a submission confirmation email

◦ We will review and let you know if we need anything else

◦ Progress Report Requirement will go live September 30, 2024

EXAMPLE OF UPLOADING A REPORT AND PICTURES

Questions?