



GRANTEE'S GUIDE TO INVOICING

Long Island Sound Community Impact Fund (LISCIF)

INVOICING PROCESS

- Create and internal policy that details:
 - The responsible party
 - How invoices are tracked
 - Checks and balances are in place
 - These policies should be the same across the board, no matter the funding stream

Review Your Grant Agreement

- Eligible costs are:
 - Incurred between the Notice of Proceed Date and the Project End Date
 - Consistent with the Scope of Work
 - Included in your Approved Budget



INVOICE PREPARATION

- Use approved budget categories only
- Ensure costs are aligned with the Scope of Work
- Include all supporting documentation
 - Documentation is the key to success
- Ensure the costs are for the appropriate period of performance
- Combine all files into one PDF Document

The Invoice Cover Page should include:

Date:

Project Name:

Grant Agreement Number:

Project Period:

Organization Name:

Report Contact Information:

Project Leader (if different):

Reporting Period:

Progress Report #:

Certification Language



INVOICE COVER
INFORMATION

Org Letterhead

Date:

A. Invoice Cover

Subaward Number:

Invoice Number:

Project Period (dates of life of project):

Invoice Period (dates covered by invoice):

Person Submitting Invoice:

Check or ACH Payment:

Amount Requested:

General description of the work performed:

"By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729- 3730 and 3801-3812)."

Signature:

Contact:
Contact Phone:
Contact Email:

C. Certification Language

Include documentation after these pages

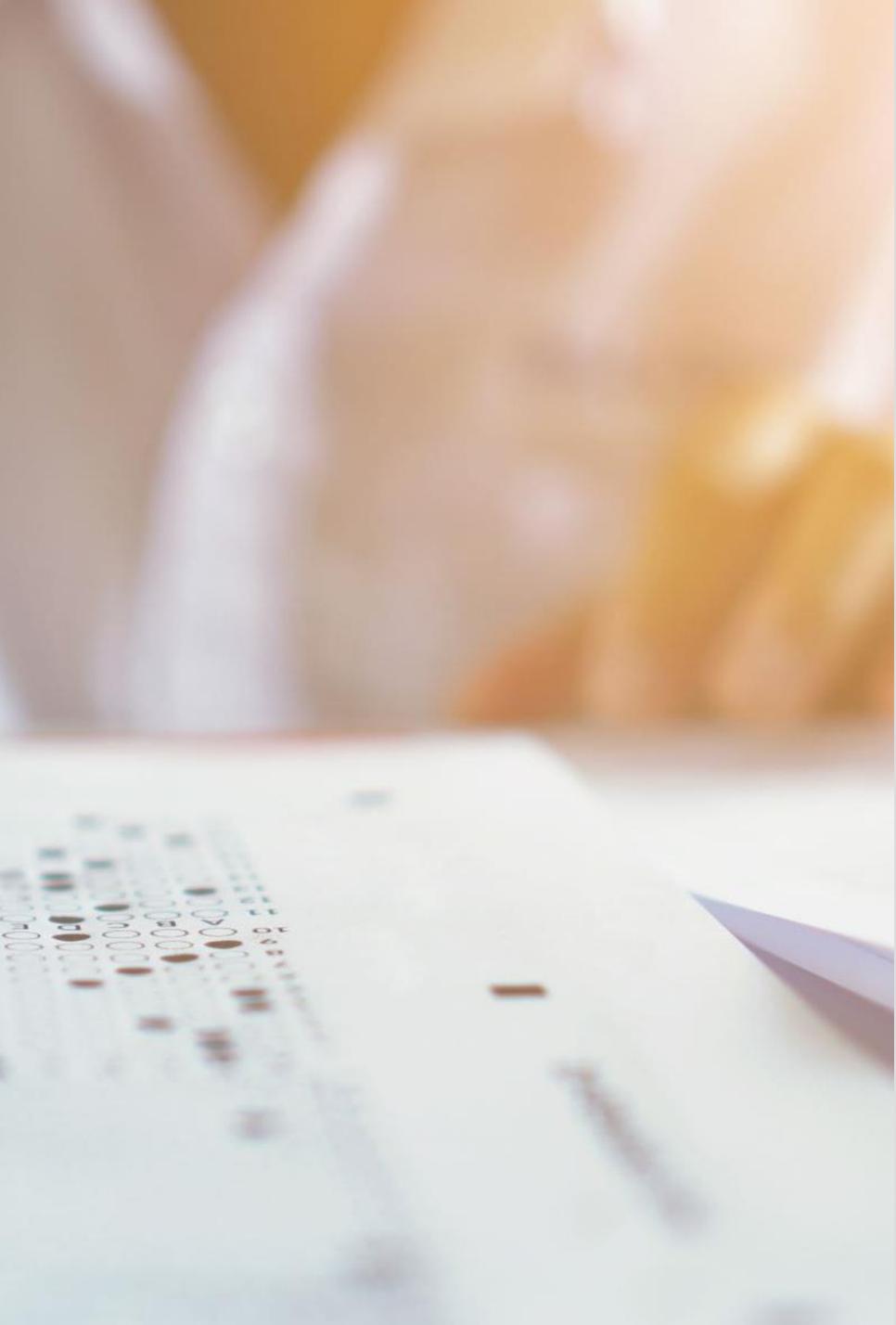
INVOICE COMPONENTS

Invoice Cost Table Format

B. Invoice Cost Table

Budget Category	Total Award	Grant Funds Expended This Period	Grant Funds Expended Cumulative	Grant Funds Remaining
Personnel				
Fringe				
Travel				
Equipment				
Supplies				
Contracts				
Other				
Total Direct				
Indirect				
Total				

Budget Narrative (provide a brief description of each category cost):



REQUIRED SUPPORTING DOCUMENTATION

- Detailed invoice cost table
- Payroll registers/timesheets for personnel
- Receipts or contracts for supplies/services
 - Make sure all receipts are itemized
- Mileage logs, travel receipts
- Be sure that the reimbursement only includes costs for the LISCIF Program
 - Feel free to write notes to show the percentage paid for LISCIF's portion

SUBMISSION PROCESS



INVOICES
SUBMITTED
QUARTERLY (UNLESS
OTHERWISE
APPROVED)



INCLUDE INVOICE +
SUPPORTING
DOCUMENTATION



TRIPLE CHECK YOUR
CALCULATIONS
AND COMPARE TO
YOUR INVOICE
COST TABLE



SUBMIT VIA PDF,
EXCEL, OR
REQUIRED INVOICE
TEMPLATE



EMAIL THE INVOICE
TO UNDRIA WITH A
COPY TO SHAHELA

RAE REVIEW

RAE Will:

- Verify alignment with approved budget
- Confirm allowability of costs
- Ensure documentation is complete
- Cross-check cumulative expenses vs. award

FEEDBACK & CORRECTIONS

Grant Administrator
may request
clarifications on
submission

Subrecipient may be
asked to revise and
resubmit invoice

Goal: minimize
delays in
reimbursement



APPROVAL &
REIMBURSEMENT

- Approved invoices processed for payment
- Reimbursement issued via ACH/check through Bill.com
- Funds are typically disbursed within 30 days of receiving a correctly approved invoice

The image shows several tall stacks of paper, likely representing a large volume of documentation. The stacks are arranged in a row, with the tallest stack in the center. The paper appears to be off-white or light gray, and the edges are slightly wavy, suggesting they have been handled or stored for some time. The background is a plain, light-colored wall.

COMPLIANCE REMINDERS

- Retain documentation for 3 years after closeout of the Prime LISCIF Award (2 CFR §200.334)
- Match must be non-federal, verifiable, documented (If applicable)
- Avoid charging costs to multiple funding streams
 - Each cost must be charged to only one funding source
 - Duplicating costs is unallowable
- Minimum annual monitoring and audits (Keep ALL receipts no matter the amount)

INVOICING FLOWCHART

- 1. Subrecipient Prepares Invoice
- 2. Subrecipient Submits to RAE
- 3. RAE Reviews Invoice & Requests Revisions (if needed)
- 4. RAE Approves Invoice
- 5. RAE Issues Payment to Subrecipient

CONTACTS & RESOURCES

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