



TO: All Contractors/Grantees
SUBJECT: Notice of Invoice Submission
DATE: July 19, 2019

To CERT/Listos Awardees,

Congratulations on your grant award and welcome to the California For All Emergency Preparedness effort! Through AB 72, California Volunteers received \$30 million for the California For All Emergency Preparedness Campaign to empower community-based organizations providing emergency preparedness education and resources to California's most vulnerable populations. California Volunteers is funding projects focused on increasing the emergency preparedness and resilience of communities and individuals throughout the state.

This notice is being distributed to all contractors and grantees that have an agreement with the Office of Planning and Research / California Volunteers. The purpose of this notice is to provide you with guidance on programmatic and invoice/proposed budget change processes.

Programmatic Processes:

Engagements:

- Programs must include a section in their CERT/Listos curriculum on the California For All Emergency Preparedness Campaign. We anticipate that this curriculum, and additional engagement guidance, will be available to grantees in September. Based on this timeline, we do not anticipate any programs will be reporting engagements (activities) until late September. Please plan accordingly and refer to the program contract for engagement requirements, including the number of individuals required to be engaged by the program. Additionally, please refer to the attached "Campaign Goals & Outcomes" chart for further guidance on engagement activities.
- In order for a program to report an engagement, this must be done through a mobile application, which will be available to all programs. This will be provided by a third party in the Fall 2019.
- As the California For All Emergency Preparedness Education Campaign continues, we will provide additional updates.

Equipment:

- As of July 19, 2019, programs may start leveraging grant resources for the purchase of equipment. Please refer to Attachment E in the California For All CERT and Listos Capacity Building Request for Proposal (RFP) for information on the purchase of personal protective

equipment (PPE), etc. Attachment E is attached for reference. Additional guidance on allowable purchases for training equipment and supplies can be found in the RFP.

Invoice Process:

- This is a reimbursable grant. Expenses may be claimed up to the date of the invoice. There are no cash advances.
- Invoices for the emergency preparedness local assistance grants will be reimbursed on a quarterly basis upon submission of the required programmatic report.
- Please submit all invoices to the following email: accountspayable@opr.ca.gov
- Please refer to the grant funding opportunity Request for Proposals (RFP) regarding the quarterly reporting requirements, copied below for reference:

Quarterly Report Schedule

Report	Report Period	Due Date
1 st Report	July 1, 2019 – September 31, 2019	October 31, 2019
2 nd Report	October 1, 2019 – December 31, 2019	January 31, 2020
3 rd Report	January 1, 2020 – June 30, 2020	July 31, 2020
4 th Report	July 1, 2020 – September 31, 2020	October 31, 2020
Final	October 1, 2020 – December 31, 2020	January 31, 2021

All invoices are to be submitted electronically via e-mail to:

accountspayable@opr.ca.gov

If it is your standard practice to include a mailing address on the invoice, then you can write the address below; however, invoices must only be submitted via e-mail to the above e-mail address.

Office of Planning and Research
California Volunteers
Attn: Accounts Payable
P.O. Box 3044
Sacramento, CA 95812-3044

Invoice Guidelines:

- Invoices are submitted as one unified document in PDF format.
- The face sheet of the invoice includes the agreement number, billing period, invoice number and a summary and total for the items billed (example attached).
- Invoices must include an amount for both the current amount billed, as well as the cumulative amount billed to date.
- The subject line of the e-mail invoice submission includes the agreement number. The agreement number is located on the first page of the contract (STD 213) at the top and will begin with EP and be followed by numbers.

- Invoices require supporting documentation to justify payment such as, but not limited to: a detailed breakdown and summary of expenditures; payroll; receipts; timesheets; reporting on deliverables/milestones/tasks; and other supporting documentation as applicable.
- If travel is involved, you are billing within the allowable CalHR rates located here: <http://www.calhr.ca.gov/employees/pages/travel-reimbursements.aspx> . Supporting documentation is required when submitting for travel reimbursement. Tips and gratuities are not reimbursable.
- If an invoice needs to be revised, the date of the invoice is also required to be updated.
- Expenses need to align with approved budget. Cost must be reasonable and within contract terms.
- If the address where payments are received is changing, a revised STD 204 form or Government Taxpayer Identification form is required to be submitted to CV.

Budget Change Requests, Justification, and Record Keeping:

- Amendments for budget changes should be requested in writing to CV Disaster Resources (disasterresources@cv.ca.gov).
- Budget changes may be submitted to the CV Disaster Resources email. This request will then be passed to the CV Contract Point of Contact. The determination on the budget change request will then be sent back to the grantee.
- Budget changes must reflect a critical change and reflect a need from the community.
- Budget changes will be received on a case-by-case basis. Do not proceed with any expense prior to any approval or denial of your budget change request.
- Inform the CV Contract Point of Contact of any items that may go over budget prior to expense. Do not submit an invoice that exceeds the budget.
- Per California contracting procedures, awardees are required to receive in writing prior authorization before an awardee will be reimbursed for any purchase order or subcontract exceeding \$2,500 for any articles, supplies, equipment, or services. The awardee is required to provide in the request for authorization all particulars necessary for evaluation of the necessity or desirability of incurring such cost and the reasonableness of the price or cost. Three competitive quotations should be submitted or adequate justification provided for the absence of bidding.
- The awardee is required to maintain books, records, documents, and other evidence pertaining to the reimbursable costs and any matching costs and expenses and hold them available for audit and inspection by the State for three years.

Failure to comply with the guidance listed above may result in a delay of payments. If you have any programmatic questions, please email CV Disaster Resources (disasterresources@cv.ca.gov). If you have any questions or concerns regarding invoicing, please contact Kaitlin Meyer, CV Contract Point of Contact, via email at kaitlin.meyer@cv.ca.gov. Additionally, please see the attached General FAQs, which provide answers to a variety of questions we have received. We look forward to seeing the great work you do for California communities.

Thank you,



Karen Baker
Chief Service Officer, California Volunteers
[#CALIFORNIAFORALL](https://www.californiaforall.org)

[CaliforniaVolunteers.CA.GOV](https://www.californiaforall.org)