

State of California - Board of State and Community Corrections
Instructions for Corrections Planning and Programs Grant Invoices/Modifications
Revised 03/2013

Grantees can locate the appropriate forms for their agency/project on the BSCC website under Corrections Planning and Programs Division: <http://www.bscc.ca.gov/programs-and-services/cpp/>

The Excel invoice files are contained in the Grantee Invoicing section under Quick Links and can be found within each respective grant program (e.g., Juvenile Accountability Block Grant, Title II, etc.)

The invoice 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). The files should not be used within the web browser.

When saving the invoice file to a computer drive, DO NOT rename the file. The online submittal link will be severed if the file is renamed.

The online invoicing process relies on the configuration of Microsoft Outlook on a local computer. If the computer the grantee uses does not have Microsoft Outlook available, the assigned BSCC Field Representative must be contacted for technical assistance.

1. To download, locate the invoice file on BSCC's grant program website. Right click on the invoice file for your agency and select "Save Target As..." Navigate to a folder on your computer where you would like to save the file and click "Save". DO NOT RENAME THE FILE. You must then exit the web browser and work directly from the saved file.

2. The invoices have specific functions which require macros to be enabled. A macro is a series of commands and/or functions, such as calculations, that are stored within the document for tasks performed repeatedly. In most cases, Excel will prompt the user to enable macros. When this prompt appears, click "enable". Enabling macros for this file will not compromise the security of the local system nor the security of the agency's network in any way. If the prompt to enable macros does not appear, contact your IT department to assist.

3. When opening the invoice file, the user will be asked to enter a password. The password is the contract/grant award number (e.g. 990-11).

4. Once the file is opened, notice that the workbook is arranged by tabbed worksheets (located along the bottom) which represent an Invoice for each reporting period (monthly or quarterly), a Budget Modification form and Instructions.

Financial Invoice - Form BSCC 201

Fields shaded green will allow data entry by the grantee; all other fields are locked (BSCC staff has access to change the contents of these fields, if necessary).

1. In the section labeled "THIS PERIOD", enter the line item expenditures incurred during the reporting period (NOTE: dollar amounts will be rounded to the nearest whole dollar).

If an amount is entered into one these cells which is greater than the available balance for that line item, an Invalid Dollar Amount error message will appear. If the error is typographical, click "Retry" and enter the correct amount. If the amount entered is correct, click "Cancel"; a budget modification form MUST be completed and approved prior to the submission of this invoice (see Budget Modification section below).

2. Fill in the green sections at the bottom of the invoice for "Person Preparing Report" and "Authorized Financial Officer". Save the document (keep original file name). Forward the invoice file via email to the Project/Authorized Financial Officer for review and approval.

3. The Financial Officer must review and approve of the line item expenditures before the invoice can be submitted for payment. The Financial Officer must click the "Certify" checkbox and then click "Submit" to forward the invoice file to BSCC.

(NOTE: The Financial Officer is the only authorized party to submit an invoice file to BSCC).

(NOTE: When the "Submit" button is clicked, a dialogue box may appear stating "a program is trying to send an email on your behalf..." Wait until the "Allow" option is available, then click it to send the file. Once sent, a confirmation message will appear).

4. If you are unable to electronically submit the invoice by using the "Submit" button, attach the saved excel document to an email and manually email the invoice to the appropriate grants mailbox:

Proud Parenting Grant Mailbox: PP_Grants@bscc.ca.gov

Juvenile Justice Grant Mailbox (JABG, DMC, Title II): JJ_Grants@bscc.ca.gov

Justice Assistance Grant: BSCCJagrGrants@bscc.ca.gov

CalGrip: Cg_grants@bscc.ca.gov

5. Following approval of the invoice by BSCC staff, an updated invoice file will be made available on the BSCC website prior to the next reporting period.

(NOTE: All prior invoices/budget modifications will be "locked" from editing, but are viewable in the invoice file).

Budget Modification- Form BSCC 223

The Budget Modification form is located within the grantee's Excel invoice workbook under the tab entitled "Budget Mod". For changes to budget, the grantee must allow sufficient time (at least 10 working days) for the modification form to be submitted and approved by BSCC prior to completing the next invoice, keeping within the required timeframe for invoice submittal (usually 45 days following the reporting period).

Fields shaded green will allow data entry by the grantee; all other fields are locked (BSCC staff has access to change the contents of these fields, if necessary).

1. In the "Changes (+/-)" section, enter the plus/negative amounts to populate the "Modified Budget" section. After changes have been entered, ensure that the Grant Funds category in this section equals zero (0).

For Grantees with Match Funds:

When making changes to the Hard (a.k.a Cash) Match and In-Kind Match categories, ensure the sum of these two columns is equal to zero (0).

2. Complete the Justification for Modified Budget section by explaining why the change(s) is necessary, as well as the "Person Preparing Report" and "Authorized Financial Officer" sections. Save the document (keep original file name). Forward the invoice file via email to the Project/Authorized Financial Officer for review and approval.

3. The Financial Officer must review and approve of the changes/movement of funds within the budget line items before the Budget Modification can be submitted to BSCC. The Financial Officer must click the "Certify" checkbox and then click "Submit" to forward the invoice file to BSCC.

(NOTE: The Financial Officer is the only authorized party to submit an invoice file to BSCC).

(NOTE: When the "Submit" button is clicked, a dialogue box may appear stating "a program is trying to send an email on your behalf..." Wait until the "Allow" option is available, then click it to send the file. Once sent, a confirmation message will appear).

4. Following approval of the Budget Modification by BSCC staff, an updated invoice file will be made available on the BSCC website prior to the next reporting period. The invoice for the next reporting period will reflect the new project budget.

(NOTE: All prior invoices/budget modifications will be "locked" from editing, but are viewable in the invoice file).

QUESTIONS OR CONCERNS?

Please contact your assigned Corrections Planning and Programs (CPP) Field Representative at the Board of State and Community Corrections (BSCC). Staff assignments can be found in the CPP section of the BSCC website <http://www.bscc.ca.gov/programs-and-services/cpp/>. Or, you may call 916.445.5073 to speak with the CPP Officer of the Day.