SMMC Grants
Frequently Asked Questions (FAQ)

1) ***Where can I review more information on my new SMMC grant?***
Please review the SMMC Grant Administrative Manual, it is available for download here: SMMC-Grant-Administration-Manual-10.1.15.pdf (ca.gov)

2) ***I am ready to submit an invoice, how do I know if my invoice is complete? Who do I send my invoice to?***
Your invoice is ready to submit if you have completed and included the following: Payment Request Form, Project Status Report, receipts, and backup documentation for the requested reimbursement amounts. Invoices should be submitted via email to grantsteam@smmc.ca.gov.

3) ***How do I fill out the payment request form?***
All payment requests must include backup documentation for the requested reimbursement amounts, include the invoicing period, and list the tasks/ milestones that correspond with the grant budget. Backup and receipts for charges should be included as additional pages. The sample payment request form is available here: https://smmc.ca.gov/grant-information/

4) ***When do I need to submit a Project Status Report? Who do I send it to?***
Project Status Reports are to be filed one for each quarter during the year:

Quarter 1	January 1 – March 31
Quarter 2	April 1 – June 30
Quarter 3	July 1 – September 30
Quarter 4	October 1 – December 31

Even if no work has been completed on the project during a quarter, please file a project status report regardless. If work is being done on a project and invoices are being submitted on a regular basis (for example monthly), please submit a status report with each invoice (in lieu of filing quarterly), with the status report covering the work done for the time period of the invoice. Status reports should be submitted via email to grantsteam@smmc.ca.gov

The reason for the detailed written reports is to document that the public grant funds were properly used. Audits by the State of California may not happen for several years after project completion, and it can be very time-consuming for grantees to pull information for an audit. In fact, at the time of an audit, there may not still be anyone on the grantee's staff with personal knowledge of the project. Keeping a contemporaneous written record, complete with backup documentation like photos and copies of reports, makes the process easier on grantees. Taken as a whole, the project status reports serve as a complete project history and provide useful context for anyone researching the project later. Keep in mind that whoever reads these reports is, most likely, wanting to understand what an expense was for and why it was made.
The sample project status report form is available here:
https://smmc.ca.gov/grant-information/

5) ***What type of information should be included in the Project Status Report?***
The project status report should include a summary of work done during the quarter or invoicing period. Reference the grant application for work outlined and include progress on the corresponding tasks and milestones. Some examples of information to include are reports (working drafts are ok), plans, drawings, maps, social media posts, surveys, newsletters, event flyers, or photos as appropriate of work completed with grant funds. If files are too large, compile and send via Dropbox or similar.

Taken together, all of a grant's PSRs will become a full project history, and an important part of that history is explaining why things might not have gone as planned. Be sure to describe the context and reasons for why there was a change in project execution. These explanations may seem unnecessary today but having it in the written report will be very useful when someone is reviewing the project expenses later. The reports should explain what purchases were made and why, what progress has been made, and explain any obstacles or unforeseen circumstances that can affect the schedule, budget, or scope.

6) ***Why are the payee data record STD 204 and 205 forms required?*** The Payee Data Record forms ensures that we have the most recent address for payments to be sent to the grantee, they also reflect any changes or updates with the authorized signer(s), or for a change of address, and the State requires that we submit both the 204 and 205 forms prior to the first invoice. If you previously submitted these forms prior to March 2021, the state issued updated versions and you will be asked to re-submit using the most recent versions.

7) ***What if I am not sure if a cost is eligible for reimbursement?***
Most costs directly related to the grant scope for work to be completed are acceptable, however, please reference the SMMC Grant Manual, sections 3.11 and 3.12 for further information on eligible and ineligible costs. Please note, food, snacks, and beverages are not eligible for reimbursement.

8) ***What is the overhead allocation policy?***
If a grantee intends to bill for overhead or indirect business expenses, a copy of your overhead allocation policy must be submitted and approved.

9) ***What are the steps to request a budget or scope adjustment?***
Grantees can submit a budget or scope adjustment request when they wish to alter one of the following:

- the description of the work being done specified for each task/milestone as per the grant application,
- the dollar amounts specified for each task/milestone as per the grant application,
- an extension of time beyond the grant term end date to complete the work and spend out the grant.

Grantee shall submit request in writing, addressed to Rorie Skei, Chief Deputy Director and send the request via email to grantsteam@smmc.ca.gov

10) ***I have completed work outlined in the grant and submitted the final invoice, what is next?***

Once the grant work has been completed, and the final invoice submitted, please complete, and submit the Project Completion Report. The sample project completion report form is available here: https://smmc.ca.gov/grant-information/

If you have additional questions, please send them via email to grantsteam@smmc.ca.gov