**TRAINING INVOICE REVIEW CHECKLIST**

\*\*Training invoices are to be used for the **first invoice** that include charges for Direct Labor, Fringe Benefits, Indirect Cost, or Profit from the Recipient and each Major Subrecipient.\*\*

The Invoice Review Checklist is completed by the CAM, except for Section VI which is completed by the CGL Reviewer. The checklist is used to guide and record the review of the invoice. Instructional language is in Dark Red text. Informational language is in *Italic text*. If you need further information regarding the policies underlying the tasks listed in this Invoice Review Checklist, please refer to the [ECAMS Web Page](https://www.energy.ca.gov/funding-opportunities/funding-resources/ecams-resources) and send questions to [ECAMS.Support@energy.ca.gov](mailto:ECAMS.Support@energy.ca.gov)]

When an error or concern is found during invoice review, the CAM will record a “dispute” in the Energy Commission’s agreement database, PIMS. This allows the Energy Commission to track the errors so that we can improve our recipient training and instructional tools. The dispute process is also used by the CAM to communicate the errors to the recipient for efficient resolution. The fact that an invoice is disputed does not mean that the invoice is being rejected. The invoice dispute and correction process can be found on the [ECAMS Web Page](https://www.energy.ca.gov/funding-opportunities/funding-resources/ecams-resources)

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SECTION I: Agreement and Invoice Information

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|  | Project Title: Click or tap here to enter text.  Agreement Number: Click or tap here to enter text.  Prime Recipient: Click or tap here to enter text.  Major Subrecipient(s) using a training invoice: Click or tap here to enter text.  Invoice Number: Click or tap here to enter text.  Invoice Period Covered: Click or tap here to enter text.  Commission Agreement Manager: Click or tap here to enter text. |
|  | **What type of invoice is this? Please check all that apply from the following:**  Training invoices are to be used for the **first invoice** that include charges for Direct Labor, Fringe Benefits, Indirect Cost, or Profit from the Recipient and each Major Subrecipient.  Training invoice for Recipient *(If selected, Accounting needs to confirm that the State Controller’s Office (SCO) has received the executed agreement file.)*  Training invoice for Major Subrecipient(s) – *(Include name(s) of major subrecipient(s) in above prompt)*  *(If selected, the agreement(s) between the major subrecipient(s) and the Recipient must be reviewed prior to approving this invoice.)* |
|  | **Do any of the following apply to the agreement this invoice is being billed for? Please check all that apply:**  The prime recipient is a UC (University of California)  The prime recipient is a National Lab  The agreement is funded from multiple funding programs. For example, an agreement included funding from both EPIC and ERPA. |

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SECTION II: Invoice Review

The questions in this section apply to BOTH the agreement **RECIPIENT** and their **MAJOR SUBRECIPIENTS**. A major subrecipient is defined as having a budget value equal to or greater than $100,000 of California Energy Commission (CEC) funds, not including any equipment or match funds that may be provided by the subrecipient.

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| Q1. | Has the invoice been signed by an authorized representative of the recipient?  *Acceptable forms of signature are:*   * *Scanned electronic copy of the signed invoice with original signature.* * *Scanned electronic copy of the invoice with electronic signature. (Adobe or DocuSign certified signature)* | Yes | No |  |
| **Q2.** | **For each budget category, do the cumulative expenses exceed the budget for any of the following?**  **▪ Direct Labor ▪ Fringe Benefits ▪ Travel ▪ Equipment**  **▪ Material and Miscellaneous ▪ Subrecipient and Vendor ▪ Indirect Costs ▪ Profits** | **Yes** | **No** | **N/A** |
| **Q3.** | For CTP Funds ONLY: Match Share is allowed prior to the agreement start date, but not before the date the Notice of Proposed Award (NOPA) is posted. If this requirement is complied with, mark “Yes”.  **Are all billed expenses within the agreement term?** | **Yes** | **No** |  |
| **Q4.** | Not applicable for agreements with the UC or a National Lab  **Has the appropriate amount of retention been withheld?**  *The recipient has selected one of two retention methods: either withholding 10% from every invoice or 10% at the end of the agreement term.* | **Yes** | **No** | **N/A** |
| **Q5.** | National Labs only  **Is the amount being requested for advanced payment reasonable considering the amount that has already been reconciled?** | **Yes** | **No** | **N/A** |
| **Q6.** | **Has the recipient correctly calculated the amounts claimed on the invoice?**  *If there are math errors, such as a receipt showing a value different than that claimed, the invoice may need to be revised.* | **Yes** | **No** |  |
| **Q7.** | **Is the Training Invoice Questionnaire Included?** | **Yes** | **No** | **N/A** |
| **Direct Labor and Fringe Benefits: Are Direct Labor and/or Fringe Benefits expenditures included in this invoice?**  Yes – complete the section below  No – Skip to the next section | | | | |
| **Q8**. | See Training Invoice Questionnaire for Recipient Explanation.  **Do any of the Direct Labor or Fringe Benefits rates charged in the invoice exceed the estimated rates in the Budget Worksheet, for appropriately matching personnel/classifications?**  *If the claimed rate is above the estimated rate, discuss the following with the Recipient:*  *1. The total grant amount will not increase. If this rate is higher than that estimated on the budget, the expenses charged to this category may run up against the award cap. At the end of the grant, if the Recipient runs out of funding for this category, then another category will have to give.*  *2. Discuss why estimate was off and if the Recipient expects this budget category to be sufficient.*  *3. Discuss available options if budget category totals are ultimately exceeded: eat the overage, charge the overage to Match, or do a budget reallocation.*  *Document discussion and resolution.* | **Yes** | **No** |  |
| Q9. | **Fringe: Is the recipient asking for CEC Funds to cover the cost of Fringe Benefits that are related to Direct Labor that was charged to Match Funds?**  *If so, the invoice will have to be corrected and the Recipient notified that the CEC does not pay for Fringe Benefits on Direct Labor charged to Match.* | **Yes** | **No** |  |
| **Travel: Are travel expenditures included in this invoice?**  Yes – complete the section below  No – Skip to the next section | | | | |
| **Q10.** | **Is a Travel Form included for each trip claimed?** | **Yes** | **No** |  |
| Q11. | **Has the travel been pre-approved, or is the travel approvable given the information provided in the Travel Form?**  *If Travel is not approvable, note this on the Travel Form and follow the invoice dispute process.* | **Yes** | **No** |  |
| **Q12.** | This question is not applicable to UC’s and National Labs  **If applicable, did the recipient provide receipts for the following items, and do the receipts match the amounts claimed?**   * **Lodging; Airfare; Rental Car; Train; Bus** | **Yes** | **No** | **N/A** |
| **Q13.** | **Are the amounts charged within allowable limits?**  *For all cities and counties in California (except San Francisco), and other states and countries, actual lodging expenses will be covered up to* ***$200*** *per room per night, plus tax. For San Francisco, actual lodging expenses will be covered up to* ***$300*** *per room per night plus tax. Per Diem limit is* ***$100*** *per day.*  *Reasonable travel expenses, even if above the budget estimates, is approvable by the CAM. If lodging expense is outside of allowable limit, determine if expense is reasonable under circumstances (i.e. From a travel website, do a reasonableness check on room rates in the area during the time of travel. Some rates vary based on time of year and special events in the area. For example, if someone needed to travel to a city during a time when hotels were fully booked because of a holiday or special event, the hotel rates may be more expensive than usual.). If it seems unreasonable, verify that determination with management prior to declining the amount.* | **Yes** | **No** | **N/A** |
| **Equipment: Are equipment expenditures included in this invoice?**  Yes – complete the section below  No – Skip to the next section | | | | |
| **Q14.** | **Does the Reference ID listed on the invoice match the Reference ID listed on the Budget Worksheet or Agreement Budget? If the equipment is not listed in the Budget Worksheet or Agreement Budget:**  **1) is it similar to an item that is listed and has a Reference ID; or**  **2) has the new equipment been pre-approved by way of a New Equipment/M&M Form attached to the invoice; or**  **3) is the new equipment approvable given the information provided in the New Equipment/M&M Form attached to the invoice?**  *If new equipment is not approvable, note this on the New Equipment/M&M Form and follow the invoice dispute process.*  *Actual costs invoiced do not have to match the estimated costs in the budget.* | **Yes** | **No** |  |
| **Q15.** | This question is not applicable to UC’s and National Labs  **Has** **supporting documentation been provided for reimbursement/incurred cost claims for equipment that is equal to or greater than $100,000 per line item total (including both CEC and Match Funds used to cover that equipment)?**  *For example, a single line item with 10 widgets at $12,000 each, which equals $120,000, would require a receipt(s), even if $60,000 was covered by Match Funds and $60,000 by CEC Funds.*  *Acceptable supporting documentation includes an invoice, a bill, or a receipt for equipment that has been paid or equipment costs have been incurred (meaning the expense is legally binding even if not actually paid yet). A purchase order, without either an invoice, bill, or receipt, is not sufficient.*  *Verify that the equipment costs invoiced matches the payment terms in the documentation provided.* | **Yes** | **No** | **N/A** |
| **Q16.** | **If, on a previous invoice, the CEC pre-paid an incurred cost of equipment with a total line item cost of $100,000 or more, and this invoice includes an additional payment on the equipment, has the recipient provided proof of payment for the previous installment?**  *There may be occasional circumstances when a Recipient may not be able to provide proof of payment because it has not yet received funds from a prior invoice to pay the installment. When the Energy Commission pre-pays an expense such as equipment or a subcontractor’s invoice, Agreement terms and conditions require a Recipient to pay that entity within 14 days of recipient of payment from the Energy Commission. If a Recipient has not received payment prior to submitting another invoice, the Energy Commission will pay one additional installment without requiring proof of payment for the previous installment.* | **Yes** | **No** | **N/A** |
| **Q17.** | Use Equipment Verification E-mail Template to complete and record this verification. If E-mail option is not feasible, proof of payment can be a copy of a check or wire transfer and a bank statement to verify the funds were actually paid. If progress payments are made, the equipment provider's invoice may include amounts already paid along with amounts currently due. A copy of those invoices along with the bank statement to verify the amounts paid would also work.  **Has the** **CAM independently verified equipment purchases with the vendor for: 1) equipment with a per line item incurred cost of $500,000 or greater; or 2) a single equipment vendor with $500,000 or more in equipment incurred costs?** | **Yes** | **No** | **N/A** |
| **Materials and Miscellaneous: Are materials and miscellaneous expenditures included in this invoice?**  Yes – complete the section below  No – Skip to the next section | | | | |
| **Q18.** | **For expenses of $5,000 or more per line item total on the invoice, has the Reference ID listed on the invoice been confirmed to match the Reference ID listed on the Budget Worksheet or Agreement Budget?**  **If the expense of $5,000 or more per line item is not listed in the Budget Worksheet or Agreement Budget:**  **1) is it similar to an item that is listed and has a Reference ID; or**  **2) has the expense been pre-approved by way of a New Equipment/M&M Form attached to the invoice; or**  **3) is the new expense approvable given the information provided in the New Equipment/M&M Form attached to the invoice?**  *If expense is not approved, note this on the New Equipment/M&M Form and follow the invoice dispute process.*  *Actual costs invoiced do not have to match the estimated costs in the budget.* | **Yes** | **No** | **N/A** |
| **Q19.** | This question is not applicable to UC’s and National Labs  **Has supporting documentation been provided for any line item total that is $5,000 or more?**  *For example, a single line item with 6 widgets at $1,000 each, which equals $6,000, would require a receipt(s), even if $3,000 was covered by Match Funds and $3,000 by CEC Funds.*  *Acceptable supporting documentation includes an invoice, a bill, or a receipt for expenses that have been paid or expenses that have been incurred (meaning the expense is legally binding even if not actually paid yet). A purchase order, without either an invoice, bill, or receipt, is not sufficient.*  *Verify that the expense invoiced matches the payment terms in the documentation provided.* | **Yes** | **No** | **N/A** |
| **Subrecipients/Vendors: Are subrecipient/vendor expenditures included in this invoice?**  Yes – complete the section below  No – Skip to the next section | | | | |
| **Q20.** | **Has the Recipient provided the invoices from subrecipients/vendors?** | **Yes** | **No** | **N/A** |
| Q21. | **Does the subrecipient/vendor invoice total match the claimed expenditure total within the Recipient’s or Major Subrecipient’s invoice?** | **Yes** | **No** | **N/A** |
| **Q22.** | **Does the invoice include expenditures for subrecipients/vendors not listed in the agreement budget?**  *If yes, follow Changes Chart for specific scenario.* | **Yes** | **No** |  |
| Q23. | **Do the expenditures on the subrecipient/vendor invoice significantly exceed the line item estimates within a category on the agreement budget?**  *If yes, discuss with Recipient whether the remaining balance for the budget category will be sufficient to cover future expenses in this category. If the additional expense is likely to result in an overage for this category, discuss whether the Recipient would prefer to remove the expense, charge the new expense to match, or seek a budget reallocation. Document summary of discussion.* | **Yes** | **No** | **N/A** |
| **Indirect Costs and Profit: Are indirect costs and/or profit expenditures included in this invoice?**  Yes – complete the section below  No – Skip to the next section | | | | |
| **Q24.** | **Are the Indirect cost or profit base categories claimed on the invoice different than the base categories listed in the budget worksheet? Or, do the indirect cost or profit rates exceed the rate estimated on the budget worksheet?**  *Regarding grant agreements ONLY: Profit expenditures are only allowed for subrecipients.*  *The recipient and major subrecipients are required to charge actuals for indirect costs, and cannot charge a rate in excess of the indirect rate listed in the budget worksheet. While the concept of “max rates” for other categories has been eliminated, this rule remains for indirect costs because an applicant’s indirect rate is a scoring criterion. The only exception to this rule is for those Recipients or Subrecipients who are using a Federally-approved rate, which are adjusted annually.*  *For non-Federally-approved rates, if the recipient or major subrecipients are charging actual rates that exceed the rates in the budget worksheet, discuss available options for the overage associated with the portion of the rate that exceeded the rate in the budget worksheet: eat the overage expense, or claim the overage as a Match expense. Document discussion and resolution.*  *FOR FEDERAL RATES: Recipients or Subrecipients who are using Federally-approved rates will use the currently-approved rate. Some entities such as National Labs will reconcile their charged rates with their actual rates each year and pay back any overages or seek additional reimbursement if necessary. The goal is to allow the rate change, but a CAM and his or her manager will have the authority to decline to increase a rate if the increase would jeopardize the successful completion of the project.* | **Yes** | **No** | **N/A** |
| Q25. | **Indirect: Is the recipient asking for CEC Funds to cover the cost of Indirect Costs that are related to expenses that were charged to Match Funds?**  *If so, the invoice will have to be corrected and the Recipient notified that the CEC does not pay for Indirect Costs on expenses charged to Match.* | **Yes** | **No** |  |
| Q26. | **Profit: Are any subrecipients asking for CEC Funds to cover the cost of Profit that are related to expenses that were charged to Match Funds?**  *If so, the invoice will have to be corrected and the Recipient notified that the CEC does not pay for Profit on expenses charged to Match.* | **Yes** | **No** |  |
| Q27. | **Has the recipient included any profit for itself?**  *If so, the invoice will have to be corrected and the Recipient notified that the CEC does not pay Profit to Recipients. Profit can be charged on a Major Subrecipient’s invoice up to a maximum of 10%.* | **Yes** | **No** | **N/A** |

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SECTION III: Responses Check

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| Q28. | Were any of the question responses marked tan?  *If yes, the CAM should dispute the invoice in PIMS and notify the recipient. Once resolved, record resolution in PIMS with comments. CAM may upload to PIMS any dispute-related communications under the Agreement Files page within the “Invoices” folder.*  *Disputes should be resolved within 10 business days. If the dispute is not resolved within 30 business days of notifying the recipient, the invoice may be cancelled and Recipient will be required to resubmit a new invoice with corrected information.* | Yes | No |
| **29.** | **Has the required invoice data been correctly entered into PIMS?**  *Required invoice data includes the following:*   * *invoice total* * *retention amount (if applicable)* * *match expenses total*   *Note: CAMs with agreements that are funded from different programs or sources should make a note in the comments section of PIMS.* | **Yes** | **No** |

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SECTION IV: Contracts, Grants and Loans Review

The questions in this section are to be completed by the Contracts, Grants and Loans (CGL) Office. For questions that are marked “yellow”, the CGL Reviewer should contact the CAM to resolve.

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| Q30. | Has the invoice been entered into the CGL Invoice Log? | Yes | No |  |
| **Q31.** | **Have all of the following items been completed by the CAM?**   * **CAM has approved the invoice in PIMS and via email (serves as CAM’s signature)** * **CAM has electronically signed and dated the Invoice Review Checklist** * **CAM has uploaded the Invoice Review Checklist into PIMS** | **Yes** | **No** |  |
| **Q32.** | **Is the following required backup documentation included in the invoice package?** |  |  |  |
| **Q32.A.** | * **Receipts for airfare, lodging and rental cars** | **Yes** | **No** | **N/A** |
| **Q32.B.** | * **Receipts for equipment expenditures** | **Yes** | **No** | **N/A** |
| **Q32.C.** | * **Receipts for material and miscellaneous expenditures** | **Yes** | **No** | **N/A** |
| **Q33.** | **Are there sufficient funds available to pay the approved invoice?** | **Yes** | **No** |  |
| **Q34.** | **Does the Amount to be Paid match the amount entered on the receipt in Fi$Cal?** | **Yes** | **No** | **N/A** |
| **Q35.** | **Does the recipient’s name on the invoice match the recipient’s name on the purchase order in FI$Cal?** | **Yes** | **No** |  |
| **Q36.** | **Does the invoice's remittance address match the remittance address we have in PIMS and FI$Cal?** | **Yes** | **No** | **N/A** |