



## New Hampshire State Conservation Committee

PO Box 2042 • Concord NH 03302-2042

### Electronic Submittal of Grant Invoices and Final Report

Invoices and final reporting documents are to be submitted electronically via a designated email address to a file sharing server (Box). Do not mail or email directly to the SCC or the Grant Administrator. See instructions below. These instructions replace the previous program instructions: *“Submit final report in the NH State Conservation Committee format provided. The final report and all attachments shall be submitted in paper copy and on a CD-ROM or USB flash drive”*.

#### Documents

The SCC website <https://www.agriculture.nh.gov/divisions/scc/grant-documents.htm> (*Conservation Grant Program*) includes the following instructions and forms:

- Grant Instructions. See Section III. Project Implementation – Documents and Process
- Invoice Template
- Final Report Template
- Photo Authorization Form
- SCC Logo. Click the icon on the SCC Conservation Grant Program website page to download.

The Grantee’s **Certificate of Insurance** (COI) must have a current date and the NH State Conservation Committee named as the Certificate Holder. Submit with other documents as described below.

#### Instructions for Electronic Submittal

##### 1. File Organization & File Naming

Invoices. It is preferred that the completed Invoice form and supporting documentation be submitted as a single PDF file. If this is not feasible, see “Multiple Files”.

Final Report. It is preferred that the completed Final Report and supporting documentation be submitted as a single PDF file. If this is not feasible, see “Multiple Files”. The exception is to submit the Project Photo(s) as separate JPG file(s).

File Naming – Single File. Complete the **red font** information, below.

“Organization Name”. May be initials or shortened name.

*Example:* ‘GBLT’ or ‘Durham’

“20XX”. Include the Grant Award Fiscal Year. The award date can be found in the Grant Award Letter.

*Example:* 2020.

“Project Name”. May be a single word representing the project’s name

*Example:* Smith

“Invoice#X”. Include the Invoice number.

*Example:* Invoice#1

Example Single File ~ Invoice

**OrganizationName** **20XX** **ProjectName** **\_SCC** **Invoice#X**

⇒ GBLT\_2020\_Smith\_SCC\_Invoice#1

Example Single File ~ Final Report-Grant Close-out

**OrganizationName** **20XX** **ProjectName** **\_SCC** **FinalReport**

⇒ GBLT\_2020\_Smith\_SCC\_FinalReport

**OrganizationName** **20XX** **ProjectName** **\_SCC** **FR** **\_Photo** [as JPG file]

⇒ GBLT\_2020\_Smith\_SCC\_FR\_Photo

File Naming – Multiple Files. If the Grantee is not able to create a single PDF file, follow the file naming protocol for each file submitted.

“Organization Name”. May be initials or shortened name.

*Example:* ‘GBLT’ or ‘Durham’

“20XX”. Include the month and grant year of the grant award.

The award date can be found in the Grant Agreement Award Letter.

*Example:* 2020.

“1-Document”.

*Example:* 1-Appraisal-Invoice

“2-Document”.

*Example:* 2-CE-Deed

*Example Multiple File ~ Invoice*

**OrganizationName\_20XX\_ProjectName\_SCC\_InvoiceForm#X**

⇒ GBLT\_2020\_Smith\_SCC\_InvoiceForm#1 **OrganizationName\_20XX\_Project**

**Name\_SCC\_Invoice#X\_1-Document**

⇒ GBLT\_2020\_Smith\_SCC\_Invoice#1\_1-Contractor-Invoice

**OrganizationName\_20XX\_ProjectName\_SCC\_Invoice#X\_2-Document**

⇒ GBLT\_2020\_Smith\_SCC\_Invoice#1\_2-Staff-Invoice

**OrganizationName\_20XX\_ProjectName\_SCC\_COI\_month.year**

⇒ GBLT\_2020\_Smith\_SCC\_COI\_06.2020

*Example Multiple Files ~ Final Report-Grant Close-out*

**OrganizationName\_20XX\_ProjectName\_SCC\_FinalReportForm**

⇒ GBLT\_2020\_Smith\_SCC\_FinalReportForm

**OrganizationName\_20XX\_ProjectName\_SCC\_FR\_Media**

⇒ GBLT\_2020\_Smith\_SCC\_FR\_Media

**OrganizationName\_20XX\_ProjectName\_SCC\_FR\_SignPhoto**

⇒ GBLT\_2020\_Smith\_SCC\_FR\_SignPhoto

**OrganizationName\_20XX\_ProjectName\_SCC\_FR\_Photo [as JPG file]**

⇒ GBLT\_2020\_Smith\_SCC\_FR\_Photo

## **2. Invoice Signature**

The Invoice may be signed digitally. Digital signatures include a scanned signed document, a scanned signature, or a digital signature created using a third-party application (e.g. DocuSign).

## **3. Electronic Submittal - Email**

The Grantee sends one email including the completed Invoice or Final Report file(s), either a single PDF file or multiple files, as described in 1. File Organization above.

**Email documents to this address:** [SCCInvo.lyc619tbdq3qpv8q@u.box.com](mailto:SCCInvo.lyc619tbdq3qpv8q@u.box.com)

If possible, please send the email as “Plain Text”. This will avoid the upload of logos/social media icons in the footers of the email. In “Outlook” mail you can change to plain text on the “Format Text” tab and select “As Plain Text” in the upper left. In “OIS” mail, under the “Format” Tab use “Make Plain Text”.

## **4. Receipt Verification**

After submittal, the Grantee will receive an email receipt from ‘noreply@box.com notification’. The name of the folder will appear: *SCCInvoices Conservation Mooseplate Grant Program* in the receipt (note that the receipt may take a few minutes to appear in your email, depending on file size. If you don’t see the receipt in your inbox, check your spam/junk mailbox.

## **Questions -**

Contact SCC Conservation Grant Administrator Dea Brickner-Wood  
(603) 868-6112 ~ [bluesky24@comcast.net](mailto:bluesky24@comcast.net)