



CALIFORNIA JOBS FIRST

Regional Investment Initiative – Grant Operational Toolkit

The Grant Operational Toolkit provides awardees with detailed instructions for managing their Regional Investment Initiative grant to include Tribal Investment and Implementation Phase. Awardees must follow the procedures outlined below to ensure compliance and successful project performance.

Last updated: 11/6/2025

1. Purpose of Grant Operational Toolkit	2
2. General Grant Administration	2
3. Budget and Cost Principles	3
4. Recordkeeping and Monitoring.....	3
5. Invoicing and Payment	4
How Retention Works	4
Invoicing Template	4
Invoicing Timeframe	4
Acceptable Proof of Deliverables	5
Invoice Submission Format.....	5
6. Reporting and Performance	6
7. Amendments and Modifications	6
8. Brand Guidelines and Media Inquiries.....	6
9. Contact Information	7

1. Purpose of Grant Operational Toolkit

The grant toolkit was created as a comprehensive resource for awardees of the Regional Investment Initiative grant programs. Please use and reference as needed. This document may be updated throughout the grant term.

Updated versions of this document will be posted on <https://business.ca.gov/about/publications/>.

2. General Grant Administration

Awardees are responsible for carrying out activities as approved in their grant agreement. All activities must align with the approved exhibits detailing the project workplan, deliverables-based budget and/or project reporting. Communication with the assigned GO-Biz Grant Coordinator is required to discuss challenges, seek guidance, and maintain progress.

Point of Contact

Grant Coordinator: RIIgrants@gobiz.ca.gov

The program utilizes a dedicated inbox to handle grant administration and project management communications. Inquiries will be responded to within 48 hours, Monday – Friday.

When emailing the program inbox, please include the grant program, name of the awardee, and topic of inquiry in the subject line. See the examples listed below.

Subject Line Examples:

- RII Tribal – [Organization Name] – [Topic of Inquiry]
- RII Implementation – [Organization Name] – [Topic of Inquiry]

Role of the Governor’s Office of Business and Economic Development

The Governor’s Office of Business and Economic Development (GO-Biz) manage grant administration and project management. The GO-Biz team will be the main point of contact throughout the grant period.

Role of the Employment Development Department (EDD)

EDD is involved in the state-funded grant program by providing the Standard Agreement and fiscal support. The EDD Financial Reporting and General Ledger Group will mail the warrant to the awardee after the invoice has been processed and forwarded to the Fiscal Programs Division.

Role of the Awardee

The term “Awardee” refers to the awarded organization that enters into an agreement with the State of California. The Awardee is expected to:

- Always have knowledge of the project’s program and fiscal status. This includes but is not limited to knowledge of program and partnership activities, the status of individual project teams, participant activities and data, project obstacles, and project expenditure status.
- Have knowledge, experience, and practice in managing State Standard Agreements and adhering to fiscal rules and requirements.

- Assume responsibility for tracking and providing data in a timely and accurate manner.
- Maintain active communication with key players, as well as communicate any obstacles impeding the progression and success of the project.
- Collect and report all data, deliverables, and partnership outcomes.

3. Budget and Cost Principles

All expenditures must be necessary, reasonable, and allocable to the project milestones. Allowable costs may include salaries, benefits, subcontractors, and direct and indirect costs.

Examples of allowable costs are listed below:

- Personnel directly supporting project activities
- Contractual services approved in the grant budget
- Supplies and materials tied to deliverables

Unallowable costs include entertainment, alcohol, fines, penalties, and unrelated expenses.

4. Recordkeeping and Monitoring

Awardees must maintain complete and accurate financial and program records for at least five (5) years after the final payment. Records must be available for inspection by GO-Biz, the California State Auditor, or other authorized agencies.

Required records include:

- Financial documentation such as invoices, ledgers, and receipts
- Subcontractor agreements and amendments
- Program reports and performance data

A separate ledger for each program must be maintained that shows:

- Total amount of funds available for each program
- Monthly program deductions (i.e., payments to subcontractors).
- At a minimum, each ledger entry must include the subcontractor agreement number, invoice date, payment date, and a description of the payment.

Monitoring for compliance may be conducted by GO-Biz or other state agencies per existing policies, procedures, and requirements governing the use of State General Funds. Grantees are expected to be responsive to all reviewer's requests, provide reasonable and timely access to records and staff, facilitate access to subcontractors, and communicate with reviewers in a timely and accurate manner.

Failure to comply with reporting deadlines, allowable cost requirements, or other terms of the agreement may result in corrective action, suspension of payments, or termination of the grant agreement. GO-Biz also reserves the right to audit information submitted by requesting additional documentation, performing on-site visits, contacting persons served, or verifying other information as necessary to verify the information contained in reports.

5. Invoicing and Payment

Invoices must be submitted at least quarterly within thirty (30) days of the end of each period. The final invoice is due with the reporting of the last performance period. As outlined in the Grant Agreement, **ten percent (10%)** will be withheld from each invoice and paid along with the final invoice in the grant agreement.

The retention serves to ensure full completion of the funded activities, encourage timely submission of reporting and compliance documents, and safeguard public funds to confirm usage as intended.

How Retention Works

Stage	What Happens
Each invoice	90% of eligible and approved expenses are reimbursed
Last performance period	Grantee submits final invoice + all required reports/deliverables
GO-Biz review & approval	Deliverables and documentation are verified
Final payment issued	Remaining cumulative 10% is released

Invoicing Template

To receive reimbursement for completed deliverables, quarterly or monthly invoice submissions must include the following items:

- Completed invoice budget template (Excel) -- see template provided
- List of completed deliverables must match naming as they appear on grant agreement
- Proof of each completed deliverable (PDF)

[Invoice Template - Deliverable Based Budget](#)

Note: Grant specific templates will be provided to each grantee.

Invoicing Timeframe

Performance Period	Invoice & Report Due Date
October – December 2025	January 31, 2026
January – March 2026	April 30, 2026
April – June 2026	July 31, 2026
July – September 2026	October 31, 2026
October – December 2026	January 31, 2027
January – March 2027	April 30, 2027
April – June 2027	July 31, 2027
July – September 2027	October 31, 2027
October – December 2027	January 31, 2028
January – March 2028	April 30, 2028

Note: Refer to grant agreement for specific deadline for final reports and invoices.

Acceptable Proof of Deliverables

Each performance milestone or deliverable must be substantiated by verifiable documentation.

Examples include:

Deliverable Type	Examples of Acceptable Proof of Completion
Meetings, Trainings or Workshops	Attendance sheets, participant surveys, agendas, photos, training materials, presentation slides
Business Engagement or Consulting	Meeting logs, signed client intake forms, case notes, outcome summaries
Key Personnel / Staffing	Recruitment posting, staff roster, connection to the organization / official contact information
Marketing and Outreach Efforts	Social media campaign analytics, distribution logs, press releases and media coverage, final graphics, digital media, translation of materials, attendance sheets
Infrastructure or Equipment Projects	Purchase receipts, installation photos, inspection reports, permits, architectural designs, engineer plans
Technology Development	Technical report or development summary, blueprints, diagrams, test reports, performance data, webpages
Research or Reports	Drafts and final versions, publication links, distribution lists, survey summaries
Partnership or Policy Initiatives	MOUs, letters of support, meeting minutes, policy adoption records
Job Creation / Economic Impact	Payroll records, business attestations, data summaries

All deliverable evidence should be **clearly labeled and referenced** in the accompanying invoice template.

Invoice Submission Format

Invoices requesting reimbursement of completed deliverables should be emailed to the GO-Biz Grant Coordinator at RIIgrants@gobiz.ca.gov for review and approval. Payments will be processed in accordance with state procedures once approved.

Please utilize the following email subjects and file name structure as indicated below:

Invoice Submission Email Subject Line:

- RII Tribal Invoice – [Organization Name] – [Invoice Period]
- RII Implementation Invoice – [Organization Name] – [Invoice Period]

Invoice Request File Naming (Excel):

- RII Tribal Invoice – [Agreement Number] – [Period of Performance]
- RII Implementation Invoice – [Agreement Number] – [Period of Performance]

Supporting Documentation File Naming (PDF):

- RII Tribal Documentation – [Agreement Number] – [Period of Performance]
- RII Implementation Documentation – [Agreement Number] – [Period of Performance]

6. Reporting and Performance

Quarterly progress reports must be submitted in accordance with the reporting schedule as referenced in your grant agreement. Final report is required prior to the contract end date as indicated within the grant agreement.

Reports should include:

- Summary of key project activities, accomplishments, completed deliverables, and outcomes within the reporting period
- Success stories or case studies for sector or regional insight
- Explanation of challenges and strategies for resolution

[RII Tribal Grant Reporting Template.docx](#)

[RII Implementation Grant Reporting Template.docx](#)

All reports must be titled as “Quarterly Report - [Organization Name] – [Period of Performance]” and submitted electronically by email to RIIgrants@gobiz.ca.gov.

7. Amendments and Modifications

Awardees may request amendments for changes to their scope of work, budget, or timeline. Requests must be submitted in writing at least 90 days before any approved change is to be implemented. In the event that time does not permit advanced notice, communication must be made immediately for review, evaluation, and approval.

Requests must include:

- Description of the proposed change
- Updated exhibits with track changes of what is being changed, deleted and/or added, shall be clearly identified (Word document)
 - Deliverable-based budget and/or work plan, as applicable
- Justification explaining necessity and impact

Amendments require GO-Biz approval in writing. Unauthorized changes may result in repayment or disallowance of costs. Changes or amendments must be formally executed (written, signed, approved) to modify an agreement.

Submit all amendment requests by email to RIIgrants@gobiz.ca.gov.

8. Brand Guidelines and Media Inquiries

California Jobs First: Brand guideline can be found [here](#)

California Jobs First: Logos can be found [here](#).

Submit upcoming or past events that you would like GO-Biz to promote and/or have a presence through the link found [here](#).

For press release approval or media inquiries requesting comments from California Jobs First, GO-Biz or the State, please contact us at least 48 business hours in advance at RIIgrants@gobiz.ca.gov.

Should you receive inquiries specific to the regional projects, please feel free to speak with journalists and provide any additional information or context as needed.

9. Contact Information

For questions related to invoices, reports, or amendments, contact your assigned GO-Biz Grant Coordinator. General inquiries may be directed to RIIgrants@gobiz.ca.gov.