

**Documentation to Support Program Cost
Community Energy Efficiency Pilot Program**

Costs Per Line Item Budget	Documentation To Maintain On-Site	Documentation To Submit With Your A19
Documentation must be maintained and available for both local share and federal share cost including in-kind contributions. You must also have back-up documentation for all sub-contractor expenditures. All costs must be reflected in your general ledger.	This is a list of supporting documents that need to be maintained on location for examination during an audit or on-site review.	Documentation submitted needs to contain enough detail in order to determine if all costs listed on the A19 are allowed. You must indicate on your report the portion of costs charged to the CWPP so that the report totals match the A19 totals.
Employee Salaries	<ul style="list-style-type: none"> • Time sheets signed by employee and supervisor • Payroll register • Job descriptions 	<ul style="list-style-type: none"> • A report listing employee names and amount paid that sums to the total salary line.
Employee Benefits	<ul style="list-style-type: none"> • Payroll register • Negotiated agency rate 	<ul style="list-style-type: none"> • A report listing employee names and amount paid that sums to the total benefit line.
Contracts	<ul style="list-style-type: none"> • Copy of contract with agency • Copy of invoices submitted by contractor. 	<ul style="list-style-type: none"> • A report listing contractor names and amount paid that sums to the total contract line.
Space	<ul style="list-style-type: none"> • Copy of lease • Approved formula for space calculation and agency written policy • Depreciation schedule or use allowance for fully depreciated facilities • 	<ul style="list-style-type: none"> • A report listing space charges and amount paid that sums to the total space line.
Travel	<ul style="list-style-type: none"> • Travel (with receipts attached) approved by agency and prorated reflecting % time billed to CWPP 	<ul style="list-style-type: none"> • A report listing employee names and destinations with the amount paid that sums to the total travel line.
Goods & Services	<ul style="list-style-type: none"> • Receipts or paid invoices with description of goods or services purchased 	<ul style="list-style-type: none"> • A report listing vendors' names and amount paid that sums to the total Goods and Services line.

<p>Equipment (Capital Or Non)</p>	<ul style="list-style-type: none"> • Receipts or paid invoice with description of equipment purchased • Inventory tag with agency inventory policy 	<ul style="list-style-type: none"> • A report listing vendor names and amount paid that sums to the total equipment line.
<p>Indirect</p>	<ul style="list-style-type: none"> • Accounting ledger detailing charges • Agency current indirect cost plan approved by federal authority specifying classification of costs 	<ul style="list-style-type: none"> • A report listing the amount of indirect charged for the period that sums to the total indirect line.
<p>*In-Kind*</p>	<ul style="list-style-type: none"> • Documentation that determines the fair market value of the goods or service. These costs must be reflected in the general ledger. Non-profit organizations may not claim the value of in-kind. 	<ul style="list-style-type: none"> • Documentation that determines the fair market value of the goods or service and sums to the amount listed in local share for in-kind.