

# WASHINGTON STATE UNIVERSITY



## EXTENSION ENERGY PROGRAM

### Documentation to Support Program Cost Community Energy Efficiency Pilot Program (CEEP)

Costs Per Line Item Budget	Documentation To Maintain On-Site	Documentation To Submit With Your A19
Documentation must be maintained and available for both <b>local share</b> and <b>federal share</b> 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.
<b>Employee Salaries</b>	<ul style="list-style-type: none"> <li>• Time sheets signed by employee and supervisor</li> <li>• Job descriptions</li> </ul>	<ul style="list-style-type: none"> <li>• A report listing employee names and amount paid that sums to the total salary line.</li> <li>• Payroll register</li> </ul>
<b>Employee Benefits</b>	<ul style="list-style-type: none"> <li>• Negotiated agency rate</li> </ul>	<ul style="list-style-type: none"> <li>• A report listing employee names and amount paid that sums to the total benefit line.</li> <li>• Payroll register</li> </ul>
<b>Contracts</b>	<ul style="list-style-type: none"> <li>• Copy of contract with agency</li> <li>• Copy of invoices submitted by contractor.</li> </ul>	<ul style="list-style-type: none"> <li>• A report listing contractor names and amount paid that sums to the total contract line.</li> <li>• Copy of invoices submitted by contractor.</li> </ul>
<b>Space</b>	<ul style="list-style-type: none"> <li>• Copy of lease</li> <li>• Approved formula for space calculation and agency written policy</li> <li>• Depreciation schedule or use allowance for fully depreciated facilities</li> </ul>	<ul style="list-style-type: none"> <li>• A report listing space charges and amount paid that sums to the total space line.</li> </ul>
<b>Travel</b>	<ul style="list-style-type: none"> <li>• Travel (with receipts attached) approved by agency and prorated reflecting % time billed to CEEP</li> </ul>	<ul style="list-style-type: none"> <li>• Travel (with receipts attached) approved by agency and prorated reflecting % time billed to CEEP</li> </ul>

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<b>Goods &amp; Services</b>	<ul style="list-style-type: none"> <li>• Receipts or paid invoices with description of goods or services purchased</li> </ul>	<ul style="list-style-type: none"> <li>• Receipts or paid invoices with description of goods or services purchased</li> </ul>
<b>Equipment (Capital Or Non)</b>	<ul style="list-style-type: none"> <li>• Inventory tag with agency inventory policy</li> <li>• Receipts or paid invoice with description of equipment purchased</li> </ul>	<ul style="list-style-type: none"> <li>• Receipts or paid invoice with description of equipment purchased</li> </ul>
<b>Indirect</b>	<ul style="list-style-type: none"> <li>• Agency current indirect cost plan approved by federal authority specifying classification of costs</li> </ul>	<ul style="list-style-type: none"> <li>• Accounting ledger detailing charges</li> </ul>
<b>*In-Kind*</b>	<ul style="list-style-type: none"> <li>• Documentation that determines the fair market value of the goods or service. These costs must be reflected in the general ledger.</li> <li>• Time sheets signed by volunteer and supervisor</li> </ul>	<ul style="list-style-type: none"> <li>• Documentation that determines the fair market value of the goods or service and sums to the amount listed in local share for in-kind.</li> </ul>

Program Contact:

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