

# Department of Commerce and Economic Opportunity

## Grant Programs Supporting Documentation Guidelines

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Supporting documentation supports a value, cost, or performance criteria relative to the grant. Expenses must be necessary, reasonable, allocable, and allowable under the grant agreement. Grantees **must maintain file copies of all documentation** related to the grant including documents submitted to the Department.

### SECTION I: PROGRAM SUPPORTING DOCUMENTATION REQUIREMENTS FOR STATUS REPORTS

Below is a list of the programs and specific requirements for supporting documentation that the grantee is required to submit with their status reports. All documentation must also be maintained in the grantee's file.

Program	Supporting Documentation
Coal	Documentation for individual expense items >\$30K - see Section II for examples
Community Development	A copy of the payroll or employee list with salary information, by each position, for which expenses are being reported.
Community Development Block Grants	Documentation for individual expense items - see Section II for examples
Community Development - Emergency Shelter Grants Program	Documentation for individual expense items >\$1,000 - see Section II for examples
Community Development - Homelessness Prevention and Rapid Re-Housing Program (HPRP)	Documentation for individual expense items >\$1,000 - see Section II for examples
Digital Divide	Documentation for individual expense items >\$30K - see Section II for examples
Employment Opportunities Grant Program (EOGP)	Detailed listing by cost category of all expenditures w/check #, date, vendor, description of services, grant amount and/or match amount; staff paid w/ employee name, title and amount paid w/grant and/or match funds.
Employee Training & Investment Program	Trainee Retention Report Participating Employee Report Sign in sheets List of staff trained with name, title, training course, date trained Curriculum Consultant/Trainer agreement Documentation for individual expense items >\$30K - see Section II for examples
Energy & Recycling	Documentation for individual expense items >\$100 - see Section II for examples
Energy Efficiency Construction Grants	Documentation of measures installed
Entrepreneurship & Small Business	A copy of the payroll or employee list with salary information, by each position, for which expenses are being reported.
Grant Management Unit	Documentation for individual expense items >\$30K - see Section II for examples
School to Work	Documentation for individual expense items >\$30K - see Section II for examples
Statewide Broadband	Documentation for individual expense items >\$30K - see Section II for examples
Tourism Heritage Tourism Special Tourism Grant Tourism Attraction Development Tourism Private Sector Grant	Detailed listing by cost category of all expenditures w/check #, date, vendor, description of services, grant amount, match amount Detailed listing by cost category of staff paid w/ employee name, title and amount paid w/grant or match funds

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Program	Supporting Documentation
Tourism International Tourism Grant Local Tourism and Convention Bureau Grant Regional Tourism Development	Detailed listing by cost category of all expenditures w/check #, date, vendor, description of services, grant amount, match amount Detailed listing by cost category of staff paid w/ employee name, title and amount paid w/grant or match funds
Tourism - Marketing Partnership Grant	Documentation for all expenses for which reimbursement is being requested - see Section II for examples
Urban Weatherization Initiative (UWI)	Documentation for all expenses for which reimbursement is being requested - see Section II for examples.
Workforce Development	Trial Balance

### SECTION II: SUPPORTING DOCUMENTATION EXAMPLES

Below is a list of examples of supporting documentation that the grantee must maintain in their files to support the particular item or expense related to the grant activity. Any questions on supporting documentation should be directed to the Program.

Item/Expense	Required Documentation Examples (contact Program for questions)
Accounting and Audit Fees	Engagement letter Third-party contract Invoice from accounting firm Proof of payment (canceled check, bank statement, electronic reference, etc)
Administrative	Please see particular Item/Expense category for required documentation, i.e. Telephone & Utilities
Advertising/Promotion	Vendor invoices or receipts Proof of payment (canceled check, bank statement, electronic reference, etc) Ad or promotional material
Certifications	Drug Free Workplace Policy Sexual Harassment Policy
Computer Programming/ Support	Third party contract Vendor invoices or receipts Proof of payment (canceled check, bank statement, electronic reference, etc)
Construction Contracts	Third party contracts Vendor invoices or receipts Proof of payment (canceled check, bank statement, electronic reference, etc)
Deposit of Funds	Copy of the Deposit Slip Bank Statement - indicating interest status
Dues and Subscriptions	Vendor invoices or receipts Proof of payment (canceled check, bank statement, electronic reference, etc)
Equipment Purchase	Vendor invoices or receipts Proof of payment (canceled check, bank statement, electronic reference, etc) Photographs for large \$ items Inventory Records (make/model serial #/purchase date/item location)
Event	Proof of event Marketing materials Sign in sheets

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<p>Fringes</p> <p>Direct employees of the grantee—<u>employer's</u> share or <u>employer's</u> contribution for additional fringes paid by the employer that are not included in employee's gross wages.</p> <p>It only pertains to positions funded in the grant. If only a % of a position is funded, then only that % of applicable fringes is eligible for reimbursement by those grant funds.</p>	<p>A copy of the payroll or employee list with salary information, by each position, for which reimbursement is being requested.</p>
Indirect Costs	<p>Approved Indirect Cost Plan/Cost Allocation Plan</p> <p>Reimbursement will not exceed amount in approved budget.</p>
Interest - if allowable	Bank Statement
Lease of Equipment	<p>Lease agreement</p> <p>Proof of payment (canceled check, bank statement, electronic reference, etc)</p>
Lease of Real Property	<p>Lease agreement</p> <p>Proof of payment (canceled check, bank statement, electronic reference, etc)</p>
Legal Services/Fees	<p>Engagement Letter</p> <p>Third-party Contract</p> <p>Invoice from attorney</p> <p>Proof of payment (canceled check, bank statement, electronic reference, etc)</p>
Management Consultant Fees	<p>Third-party Contract</p> <p>Invoice</p> <p>Proof of payment (canceled check, bank statement, electronic reference, etc)</p>
Postage	<p>Receipts</p> <p>Proof of payment (canceled check, bank statement, electronic reference, etc)</p>
Printing & Binding	<p>Vendor invoices or receipts</p> <p>Proof of payment (canceled check, bank statement, electronic reference, etc)</p>
Property Purchase	<p>Invoice or receipt</p> <p>Proof of payment (canceled check, bank statement, electronic reference, etc)</p> <p>Title</p>
Purchase of Service	<p>Please see particular Item/Expense category for required supporting documentation, i.e. if service was for construction services refer to Construction Contracts.</p>
Receipt of Funds	Copy of Warrant
Repairs & Maintenance	<p>Vendor invoices or receipts</p> <p>Proof of payment (canceled check, bank statement, electronic reference, etc)</p>
<p>Salary &amp; Wages</p> <p>If only a % of employee's time is spent on grant activities, only that % of salaries/wages is eligible for reimbursement by those grant funds.</p>	<p>A copy of the payroll or employee list with salary information, by each position, for which reimbursement is being requested.</p> <p>Time &amp; Effort Records</p> <p>Timesheets</p> <p>Payroll Reports</p>

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Service & Maintenance Contracts	Third party contracts Vendor invoices or receipts Proof of payment (canceled check, bank statement, electronic reference, etc)
Supplies & Materials	Vendor invoices or receipts Proof of payment (canceled check, bank statement, electronic reference, etc)
Telephone & Utilities	Monthly invoices/statements Proof of payment (canceled check, bank statement, electronic reference, etc)
Temporary Help - Contracted	Vendor invoices or receipts Proof of payment (canceled check, bank statement, electronic reference, etc) Time & Effort Records
Training	Sign in sheets List of staff trained with name, title, training course, date trained Curriculum Social Security #s for ETIP grants Consultant/Trainer agreement Invoice or receipts Proof of payment (canceled check, bank statement, electronic reference, etc)
Travel  Reimbursement to employees in travel status on official business incident to the project. Includes mileage, toll charges, parking fees, commercial carrier fares, food, lodging, and conference registration fees. Must be in accordance with State travel regulations or grantee's policy.	Expense voucher Receipts Other supporting documentation