

Supporting Documentation Required for Reimbursement Requests and as Proof of Cash or In-kind Match

Below are examples of the types of supporting documentation required by ADFP. The list below is not all inclusive. Please list the budget category on the documentation submitted. If you have any questions about required documentation, please do not hesitate to contact us for clarification.

If one invoice is being used for both reimbursement and match, please list on the invoice how much is being used for each.

Example: On an invoice submitted for a \$5,000 piece of equipment you may be requesting \$2,500 for reimbursement and the other \$2,500 is a cash match from an outside funding source. This information would be listed on the invoice.

[Note: Sales tax is not reimbursable through grant funding nor can it be used as a match. Non-profits may contact us for information on sales tax reimbursement.]

Invoice for equipment ABC Company
Equipment \$5,000
<i>ADFP funds used \$2,500</i>
<i>Match funds \$2,500</i>

General categories for all three types of grants:

X03 Equipment- any equipment costing \$5,000 or more.

Documentation: Invoices that include the Brand, model#, description, number purchased, and price for each

X04 Travel- applicable state rates should be used. *Not an ADFP allowable expense for easement applications.*

Documentation: Copies of individual travel requests that have been approved for payment. The travel should be traced backed to some type of project related activity. It would most likely be someone's time sheet, or an agenda, etc. This documentation is required for easement contracts when using travel as a match item. Also be aware that state employee guidelines as described in the state budget manual apply to travel.

X06 Consultant and Specialized Services- includes project coordination.

Documentation: Invoices on company letterhead indicating services provided and cost per hour (or indication of flat rate being charged). Timesheets with the employee's signature and the supervisor's signature may be required. The total number of hours and rate per hour should be included on the timesheet. Please use timesheet forms available on our website.

X07 Personnel/Administrative Services- not an ADFP allowable expense.

Documentation: For match purposes, timesheets with employee's signature and supervisor's signature should be provided. The total number of hours and rate per hour should be included. Please use timesheet forms available on our website.

X08 Office Supplies

Documentation: Receipts or invoices showing a list of items purchased and total.

X09 Printing and Binding

Documentation: Invoices showing the number of items printed and cost per item.

X10 Promotional Materials- unallowable costs include gifts, memorabilia, models, and souvenirs.

Documentation: Invoices indicating what was purchased and purpose.

Budget Categories Specific to Agricultural Development

101 Site Development- includes applications, permits, fees, zoning applications and fees, environmental site assessments,, environmental audit, soils evaluation, sample collection, field measurements, evaluation for soil, water and air quality, wastewater, well and septic tank siting, consideration for the layout of a surface irrigation system.

Documentation: Invoices showing work done and cost.

102 Construction- includes water well, septic tank, electrical, plumbing.

Documentation: Invoices showing work done and cost.

105 Special Program Supplies- includes supplies for meetings, surveys, analysis of data.

Documentation: Invoices indicating items purchased and cost.

Budget Categories Specific to Easements

211 Stewardship endowment- includes monitoring, legal defense. *Not an ADFP allowable expense.*

Documentation: If cash is being set aside for stewardship, proof should be provided.

212 Survey- includes boundary, biological.

Documentation: Invoices showing work done and cost.

213 Appraisal- Not an ADFP allowable expense.

Documentation: If used as a match item, an invoice showing cost.

214 Baseline Documentation Report

Documentation: Invoices showing work done and cost.

215 Environmental Assessment/Audit

Documentation: Invoices showing work done and cost.

216 Legal Fees

Documentation: Invoices showing work done and cost.

217 Closing Costs

Documentation: Invoices showing work done and cost.

220 Easement Purchase

Documentation: A copy of the final settlement statement. If it is a donated easement, a copy of the appraisal value or a copy of the consultation agreement should be submitted.

Budget Categories Specific to Agricultural Plans

318 Special Program Supplies- includes equipment under \$5,000.

Documentation: Invoices indicating items purchased and cost.

319 Workshops and Conferences

Documentation: If paying for use of a room for a conference, an invoice should be provided. If grantee is providing food, a copy of the invitation to the event should be submitted, along with an agenda, and roster of those in attendance. Please use the roster form provided on our website.

[Please seek prior approval before making plans to provide food at a workshop or conference.]

Invoices for food or other items purchased should be included as well. [Note: State employee travel rules and rates as described in the state budget manual apply to meals at workshops and conferences.]