

CHRC Grantee Supporting Documentation Policy

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 CHRC.

PROGRAM SUPPORTING DOCUMENTATION REQUIREMENTS FOR REQUIRED REPORTS

Below is a list of requirements for supporting documentation that the grantee is required to submit with their required reports and the additional documentation to support all grant expenditures and activity that must be maintained by the grantee. This list is not exhaustive and may change to fulfill legislative audit requirements.

For primary grantee	
Salaries and fringe benefits	Payroll documentation, timesheets Timesheets should indicate the employee's scope of responsibility in the grant-supported program. If an employee is assigned to the grant program on a percentage basis, grantee must indicate percentage of total payroll attributed to the program and provide details of the percentage calculation. The Commission caps fringe benefits at no more than 25% of payroll costs. If fringe benefits are calculated on a percentage basis, please define what benefits/programs are included/provided.
Purchases	Original receipts, original invoices Purchase orders do not fulfill the requirement for supporting documentation.
Capital Expenditures	Architectural drawings, invoices
Travel	Mileage records, copies of tickets, parking receipts, toll receipts
Meeting related expenses	Receipts, agendas, minutes of meeting, sign in sheets

For Sub-grantees/Contractors	
<p>Payments for agreed upon services which specify FTEs of work being supplied</p>	<p>Invoices on sub-grantee/contractor letterhead which specify the services that have been supplied.</p> <p>Other documentation shall be collected by the grantee from each sub-grantee /contractor and <u>made available to CHRC upon request</u> as follows:</p> <ul style="list-style-type: none"> • Timesheets • Scope of responsibility for each position supported • Payroll documentation
<p>Payments for agreed upon services which do not specify FTEs of work being supplied</p>	<p>Invoices on sub-grantee/contractor letterhead which specify the services that have been supplied.</p> <p>Additional documentation will be specified at the time of award, and this documentation shall be collected by the grantee from each sub-grantee/contractor and <u>made available to CHRC upon request</u> as follows:</p> <ul style="list-style-type: none"> • <i>For staff educational sessions</i> - Attendance logs, curriculum and training materials for training sessions given, materials developed • <i>For client educational sessions, exercise classes, cooking classes, etc.</i> – Attendance logs, training schedules, curricula or plan • <i>For direct patient/client clinical or care coordination services</i> - Logs of participation in care coordination or other client-centered service, logs of unduplicated clients/patients seen, and client/patient encounters • <i>For other types of services offered</i> – documentation that the service has been provided by the sub-grantee/contractor. (i.e.: #'s of physicians that have been recruited, # of surveys completed, materials translated into other languages)