## **Acceptable Back-Up Documentation for Eligible Costs** **A207**

| **Activity** | **Acceptable Justification** |
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| Any services from a vendor | Minimum acceptable information for ALL invoices:* Vendor’s Name
* Name of the Grant Recipient
* TxCDBG Contract #
* Invoice date
* Invoice number
* Service delivery dates (**from and to**)
* Detailed description of goods or services which includes unit price and quantity
* Include quantity and/or percentage complete
* Previously invoiced total
* Current amount due
* Signatures – applicable when approval is indicated on invoice
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| Services provided by **Professional Services Contracts**, such as Engineering, Architectural Services, Land Surveying Services, and Testing Services Contracts. Note: procured by qualifications  | Billings or invoices from professional service providers and administration service providers, which are in agreement with the payment provisions of the contract.Costs must be explained in terms of specific activities or accomplishments. |
| **Administrative Services** provided by Contracts, such as Administrative Consultants, Environmental Review, and Archaeological Survey Contracts.  | Billings or invoices from professional service providers and administration service providers, which are in agreement with the payment provisions of the contract.Costs must be explained in terms of specific activities or accomplishments.  |
| **Other Administrative costs**, such as publication costs for required newspaper notices and mailing costs for contract documentation.  | Billings/invoices for each item and copies of publications when applicable. Statements alone are not acceptable. |
| **Professional Services and Administration Services provided by local staff (force account)** such as Engineering and General Administration | *Personnel and Equipment Cost Calculation Sheet* (Form A801) for each employee and Administrative Time Distribution Sheet (Form A803) for all hours worked. Payroll ledgers/journals without time records are not adequate. |
| **Construction Through Bid/Contract,** including Testing Services Contracts. Note: procured through sealed bids/small purchase procedures | Billings/invoices from construction contractor and/or progress payment schedule with signed approval by engineer. **Actual quantities installed or purchased during the payment period**, unit costs, cumulative totals, and engineer’s signature must be evident on the pay estimate.  |
| **Construction Through Force Account** Labor. | Labor: *Personnel and Equipment Cost Calculation Sheet* (Form A801) for each employee and *Construction Time Distribution Sheet* (Form A804) for all hours worked.Equipment owned by the Grant Recipient: *Personnel and* *Equipment Cost Calculation Sheet* (Form A801) for each piece of equipment and *Construction Time Distribution Sheet* (Form A804) for all hours used. Leased equipment: *Personnel and Equipment Cost Calculation Sheet* (Form A801), *Construction Time Distribution Sheet* (Form A804) for all hours used, and copy of the lease agreement. Prior notification/approval of the TxCDBG is required for equipment lease.Fuel costs: *Personnel and* *Equipment Cost Calculation Sheet* (Form A801) and invoices for actual costs. Charges for fuel for equipment are not allowable when FEMA rates are used. |
| **Construction Material/Supplies**.  | Billing/invoices for materials which include item(s) description, quantity and unit price. Statements alone are not acceptable. |
| **Audit Costs**. (eligible only for Grant Recipients expending $750,000 or more in Federal financial assistance.) | A CPA invoice showing fiscal year ending, total audit costs (Single Audit, General Audit Compliance Testing, Internal Control Testing, or other testing as required by program), and the pro rata cost to be charged to the TxCDBG contract as specifically related to that contract for the single audit.  |