**SF-270 Supporting Documentation for NRCS CIG Program**

The SF-270, request for reimbursement form should be filled in completely, making sure to identify matching funding as well.

The SF-270 request should always be accompanied with a narrative that gives supporting details to the request, so NRCS project administrators can clearly understand, relative to the proposal budget narrative, which costs have been charged for. The proposal has both a budget and a budget narrative. The budget is minimal, and referencing these nine line items is not enough information to properly check the request according to federal guidelines.

If there are changes to the budget within 10% of the project, you do not have to request permission, but it should be noted in the supporting documentation, so the project manager is aware of these changes. This will make the claim approval process quicker, allowing the payment to happen faster.

Keep in mind that you need to **only report on federal funding** in supporting documentation, you are not required to give details about matching funding, but matching funding is auditable, so you should retain files as you would for your federal funding. The level of detail for supporting documentation should be able to be fit on less than one page and can even be reported in a table as opposed to a narrative, if easier. How much reporting should be given for each line item is roughly described below:

* + 1. ***Personnel and Benefits*** (often reported together):

Prefer to see individual’s name and position for salaries being charged.

Do not need to see hours worked or specific salary cost per hour (should be in proposal).

* + 1. ***Travel:***

Prefer to see individuals who traveled, dates of travel, and location traveled too so travel can be checked against the progress reports. Further breakdown between hotel, transportation or registration is okay as well, but not necessary unless described that way in your proposal narrative.

Do not need to see receipts.

* + 1. ***Equipment:***

Prefer to see type of equipment, if purchased used or new, if paid for delivery or assembly

Do not need to see costs and lists of multiple equipment parts, cost of delivery, etc.

* + 1. ***Supplies:***

Prefer to see list of overall categories of supplies, like office supplies, farm supplies, camera supplies, and event or location that required the supplies.

Do not need to see individual items list like box of pencils, batteries, paper bags, etc.

* + 1. ***Contractual:***

Prefer to see name of contractor or sub-awardee that is being paid and the event/reason they were involved in at this point in time.

Do not need to see any details on related costs for them unless it was for sample analysis or something similar that relates to a major milestone in the project. We do not need to know if it was spent on something they bought or their time.

* + 1. ***Construction:***

Prefer to see name of what was constructed

Do not need to see any information on detailed costs that went into construction

* + 1. ***Other:***

Prefer to see a description of what other means – for instance was it for tuition for graduate student, rent for workshop facility, farm labor for oat harvest, etc.

Do not need to see any information on details beyond that, such as specific costs that add into the cost of rent, such as cost of AV or poster-boards.

**EXAMPLES**

The following are examples of good supporting documentation looks like:

|  |  |
| --- | --- |
| **Expense summary: Project NR193A75000G00X** |  |
| **Oct 1, 2019 - Dec 31, 2019** |  |
|  |  |  |
| **Salaries** | Farm manager | $573.00 |
|  | Project Lead | $7,963.25 |
|  | Programmer | $6,390.60 |
|  | Evaluator – conducting interviews | $2,390.89 |
|  | Undergrad lab technician | $366.60 |
|  | Workstudy - lab tech | $433.80 |
|  | Salary Lab Technician | $9,615.20 |
|  | 2nd Programmer | $6,348.00 |
|  | **Total Salaries** | **34,081.14** |
| **Fringe** | Farm manager | $206.30 |
|  | Project Lead | $2,866.76 |
|  | Programmer | $2,300.62 |
|  | Evaluator – conducting interviews | $1,383.75 |
|  | Undergraduate Lab Technician | $384.91 |
|  | Salary Lab Technician | $2,836.47 |
|  | 2nd Programmer | $1,872.66 |
|  | **Total Fringe** | **$11,851.47** |
| **Supplies** | chemical reagents for soil testing | $491.82 |
|  | field supplies for soil testing  | $556.21 |
|  | other lab supplies for soil testing | $731.31 |
| (Publication) | printing poster for Conference | $78.00 |
|  | **Total Supplies** | **$1,857.34** |
| **Travel** | mileage, lodging, and per-diem for 9 trips within TX to collect soil samples from 15 farm sites, and conduct case study interviews with the farmers | $2,825.23 |
|  | conference expenses to present at the Water Resources Conference | $110.00 |
|  | **Total Travel** | **$2935.23** |
| **F&A** |  | $16,282.68 |
|  | **TOTAL** | **$67,008.06** |