

432 Supporting Data

A Obtaining Documentation

In all cases, obtain documentation to determine financial responsibility requirements are met and to determine proper payment. Examples of acceptable documentation includes, but are not limited to, the following:

- invoices
- canceled checks
- paid receipts
- other similar evidence to document the costs incurred.

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B Invoices and Documentation

Inform the applicant that proof of payment documentation must be maintained for the duration of the practice lifespan.

Handle cost data for payments according to the following table.

Step	COC Action
1	<p>Applicant must provide satisfactory evidence, which may include self-certification of all cost which may include:</p> <ul style="list-style-type: none"> • invoices • canceled checks • paid receipts. <p>Note: See Exhibit 145 for an example of C/S itemization.</p>
2	<p>Consider costs reported paid by ineligible persons or legal entities.</p>
3	<p>If the producer performed the practice with their own labor, equipment, or materials, the producer must submit signed and dated statements.</p> <p>Statements will include the following details:</p> <ul style="list-style-type: none"> • dates of work performed • cost per hour charged for labor • expense of equipment used • type and cost of materials used • other applicable information.
4	<p>If the producer is self-certifying to cost for C/S agreements, all supporting evidence must be collected and maintained for every C/S agreement.</p>
5	<p>County Offices are not required to compute C/S items considered eligible for ECP payment scenarios.</p>
6.	<p>For ECP payment scenarios, County Office will determine actual cost by multiplying the TSP approved extent by the unit cost and enter in CSS.</p> <p>For EC7 practice components, if an available ECP payment scenario does not meet the needs of the request, County Office will continue to enter actual cost per 2-ECP guidelines.</p>
7	<p>To calculate the total installation cost, County Office will add all the actual costs and input that amount for the total installation cost in CSS.</p>
8	<p>A sample of all C/S payments issued, and documentation will be submitted to the State Office for annual review by the NRCS Regional Review team to adjust rates accordingly in the next FY. (See paragraph 156.)</p>